



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

**BUS MAINTAINER - GROUP A**  
**Exam. No. 2051**  
**New York City Transit Authority**

**WHEN TO APPLY:** From: September 4, 2002      **APPLICATION FEE: \$50.00**  
To: September 24, 2002      Payable only by money order to D.C.A.S. (EXAMS)

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday, February 1, 2003.**

**WHAT THE JOB INVOLVES:** Bus Maintainers - Group A maintain, install, inspect, test, alter and repair the bodies and related mechanical, structural and electrical equipment of buses and other automotive vehicles, including servicing, repairing and installing doors, seats, windows, framing, sheeting, hand bars, signs, floors, radiators, heat exchangers, bumpers, light fixtures and headlights; make and repair sheet metal or fiberglass body sections and structural members of buses using such tools and machines as are necessary; weld bus bodies and parts; disassemble bus bodies and parts using burning equipment; prepare vehicle bodies for painting; spray and brush paint bus, truck and automobile bodies; manually and electronically document work activities; drive motor vehicles; and perform related work.

Some of the physical activities performed by Bus Maintainers - Group A and environmental conditions experienced are: crawling under buses and working in confined spaces; lifting objects weighing as much as 60 pounds; getting out of the way of moving buses and overhead cranes; working outdoors in all kinds of weather; making precise measurements; distinguishing colors when mixing and matching paints; climbing and descending ladders; wearing goggles, gloves or respirator while painting or sanding surfaces; using both hands to work overhead for extended periods of time; responding to audible signals such as alarms, bells, horns and whistles; responding to visual signals including distinguishing colored lights; driving vehicles and operating machinery; wearing respirator when required.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$22.4400 per hour for a 40-hour week, with increments to \$24.3550 per hour for a 40-hour week after three years. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan and a pension plan. If an initial classroom training period is required, the rate of pay will be \$5.15 per hour during this period, which will not exceed 40 hours.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the last day of the Application Period you must have:

1. four years of full-time satisfactory experience at the mechanic (journeyman) level performing collision work, body and fender work and automotive welding on passenger automobiles, trucks or buses; or air frame repair; or
2. three years of full-time satisfactory experience at the mechanic (journeyman) level as described in "1" above, plus completion of a major sequence of courses in auto mechanics or a closely related field in an approved trade, technical or vocational high school or community college.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The following types of experience are **not** acceptable: automotive engine and transmission mechanic; automobile or truck assembly line mechanic; dealership make-ready mechanic; gas station attendant, speciality replacement shop mechanic, salvage and junkyard mechanic; sheet metal worker; and iron worker.

You may be given the test before we check your qualifications.

**Driver License Requirement:** At the time of appointment, eligibles must possess either

1. a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions, or
2. a motor vehicle driver license valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions.

Eligibles who qualify under "2" above will be appointed to the Department of Buses subject to the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions at the end of a special training course in bus operation.

Serious moving violations, license suspension or accident record may disqualify.

The Class B Commercial Driver License with a passenger endorsement and no restrictions must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Bus Maintainer - Group A. Candidates will be examined to determine whether they can perform the essential functions of the position of Bus Maintainer - Group A. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency:** City residency is not required for this position.

**English Requirement:** Candidates must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

#### **REQUIRED FORMS:**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on: the maintenance and repair of bus, automobile and truck bodies and undercarriages and their components; proper use and selection of materials; machinery and tools of the trade; reading and interpreting specifications, drawings and sketches pertaining to the repair, fabrication and installation of equipment; related mathematical calculations; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 92515; The Rapid Transit Railroad Service; Group 1 - Per Diem and Per Hour Positions

For information about other examinations and your exam or list status, call 212-669-1357  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas)