



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

MICHAEL R. BLOOMBERG  
Mayor

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Commissioner

# NOTICE OF EXAMINATION

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

**BUS MAINTAINER - GROUP A**  
**Exam. No. 7025**  
**New York City Transit Authority**  
**AMENDED NOTICE - (December 5, 2007)**

**WHEN TO APPLY:** From: December 5, 2007      **APPLICATION FEE: \$60.00**  
To: December 26, 2007      Payable by mail by money order to DCAS (EXAMS)  
or payable online by credit card, bank card, or debit card.

**THE TEST DATE:** Practical testing is expected to begin on Wednesday, April 9, 2008.

**This Notice of Examination is amended to:**

1. reopen filing from December 5, 2007 through December 26, 2007. Candidates who filed previously need not file again;
2. change the date of the practical test from February 6, 2008 to April 9, 2008.

**WHAT THE JOB INVOLVES:** Bus Maintainers - Group A, under supervision, 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. They 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, sand as necessary; spray and brush paint bus, truck and automobile bodies; manually and electronically document work activities; drive motor vehicles and operate machinery; 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; getting out of the way of moving buses and overhead cranes; distinguishing colors when mixing and matching paints; climbing and descending ladders; wearing goggles, gloves or respirators when required; 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; and lifting and carrying heavy tools and equipment.

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

**Special Working Conditions:** Bus Maintainers - Group A may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

**THE SALARY:** The current minimum salary is \$25.5000 per hour for a 40-hour work week, with increments to 27.6775 per hour for a 40-hour work 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.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return the completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## 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 as a journeyman/journeywoman mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic) performing collision work, body and fender work, and automotive welding on passenger automobiles, trucks or buses; or performing air frame repair; or
2. graduated from a trade school, technical school, or vocational high school, with a major course of study totaling 600 hours in auto mechanics or a closely related field, approved by a state's Department of Education or comparable governmental agency, followed by three years of full-time satisfactory experience as a journeyman/journeywoman mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic) as described in "1" above; or
3. an associate degree from an accredited college or university in auto mechanics or a closely related field, followed by three years of full-time satisfactory experience as a journeyman/journeywoman mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic) as described in "1" above.

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; iron worker; and similar positions.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

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

1. a Class B Commercial Driver License valid in the State of New York with a passenger endorsement; 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.

If you qualify under "2" above, your appointment will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement at the end of a special training course in bus operation. If you fail to successfully complete the special training course in bus operation, including the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement, you will be terminated.

The Class B Commercial Driver License valid in the State of New York with a passenger endorsement must be maintained for the duration of your employment. Such license or Learner's Permit must not include any restrictions which would preclude the performance of Bus Maintainer - Group A work.

**Medical Requirement:** Medical guidelines have been established for the position of Bus Maintainer - Group A. You will be examined to determine whether you 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 to 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:** You 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, B, and C. 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 practical test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on an eligible list. The practical test will measure your ability to maintain and repair bodies, undercarriages, and associated components of buses, automobiles, and trucks, and may include: body sheeting repair, preparation, and painting; the proper use and selection of tools, machinery, and materials; fabrication and welding; reading and interpreting specifications and drawings; relevant 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 practical test, your name will be placed in final 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:**

**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, and you are applying

1. online, follow the onscreen instructions; or
2. by mail, 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 I - Per Diem and Per Hour Positions.

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

