



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO BUS MAINTAINER - GROUP A Exam. No. 7514 New York City Transit Authority AMENDED NOTICE - JANUARY 30, 2008

**WHEN TO APPLY:** From: September 5, 2007 To: September 25, 2007  
**APPLICATION FEE: \$60.00**  
*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 change the beginning date of the practical testing 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; 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 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.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. If you believe you are eligible to take this examination, there are two ways to apply for this examination:

- 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.
- By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form 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.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Transit Authority who **on the date of the practical test:**

- holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Maintainer's Helper - Group B and is employed or has been employed in such title in the Department of Buses; and
- is not otherwise ineligible.

**This examination is not open to employees of MaBSTOA.**

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**REQUIRED FORM:**

**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.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** At the time of promotion, you must possess a Class B Commercial Driver License valid in the State of New York with a passenger endorsement.

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 and such license 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 promoted.

**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 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical test in order to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive titles. Your service will be credited through the date of the test up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 pass the practical test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be considered for promotion when your name is reached on the eligible list.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult your **department's Human Resources representative** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period but on or before the date of the multiple-choice test.

**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."

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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)