



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO BUS MAINTAINER - GROUP B
Exam. No. 8514
New York City Transit Authority

WHEN TO APPLY: From: May 7, 2008 **APPLICATION FEE: \$ 60.00**
To: May 27, 2008 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, November 5, 2008.**

WHAT THE JOB INVOLVES: Bus Maintainers - Group B, under supervision, maintain, inspect, test, diagnose, alter, rebuild and repair the electrical, electronic, mechanical, hydraulic, pneumatic and air conditioning equipment of the New York City Transit Authority's buses, trucks and other motor vehicles. They inspect, test, alter and repair diesel and gasoline engines; hybrid natural gas/electric engines/motors, inverters, high pressure fuel systems, clutches, transmissions, axles, generators, compressors, air conditioning systems, brake assemblies, door wheelchair lifts, and electrical and mechanical accessories; align, adjust and/or repair wheels, steering equipment and suspension systems; reline and adjust brakes and clutches; diagnose and repair modular automotive multiplex systems; operate power machine tools and portable power tools; use electronic diagnostic tools; use hand tools, as required to rebuild automotive components; record data and keep records; use computerized equipment; drive motor vehicles; may travel for training and vehicle inspection functions; and perform related work.

Some of the physical activities performed by Bus Maintainers - Group B and environmental conditions experienced are: crawling under buses and working in confined areas; lifting and carrying heavy equipment; moving out of the way of moving buses and overhead cranes; manually removing and installing parts and bolts in confined areas; making visual inspections of equipment; distinguishing colors; reading gauges and prints; responding to sounds from warning bells, horns and vehicle movement; and working outdoors in inclement weather.

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

(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 \$ 26.3925 per hour for a 40-hour week, with an increase to \$28.6450 at the beginning of the 4th year. This rate is subject to change.

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 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 Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Application Unit, 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

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:**

1. Is or has been employed in the non-competitive title of Transit Mechanical Apprentice and has satisfactorily completed the 3-year Transit Mechanical Apprentice program in bus maintenance and is employed in the Department of Buses; or
2. is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Maintainer's Helper - Group B and is permanently employed or has been permanently employed in such title in the Department of Buses; and
3. is not otherwise ineligible.

This Examination is not open to employees of MaBSTOA or MTA Bus.

(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.)

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:

From the non-competitive title of Transit Mechanical Apprentice: At the time of promotion, you must be employed or have been employed in the title of Transit Mechanical Apprentice.

From the competitive title of Maintainer's Helper - Group B: At the time of promotion, you must have completed your probationary period in the eligible title of Maintainer's Helper - Group B and you must be permanently employed in that eligible title or your name must appear on a Preferred List for that eligible title.

TRAINING: You will be required to complete and pass all parts of a training course in bus maintenance operations as a condition of passing probation. If you do not successfully complete this training course, you will be returned to your previous title.

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 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 promotion 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 returned to your previous title.

If you have serious moving violations, license suspension or accident record, you may be disqualified.

The Class B Commercial Driver License with a passenger endorsement must be maintained for the duration of your employment. Such license and/or learner's permit must not include any restrictions which would preclude the performance of Bus Maintainer- Group B work.

Medical Requirement: Medical guidelines have been established for the position of Bus Maintainer - Group B. You will be examined to determine whether you can perform the essential functions of the position of Bus Maintainer - Group B. 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 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 beginning 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 use tools and install, repair and adjust automotive vehicle components; troubleshoot and repair electrical components; use electrical schematics; and related topics.

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 10007, 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 notified by mail of your test results. If you meet all requirements and conditions, 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 practical 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."

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 92516; 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