



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED FORMS**

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**PROMOTION TO MAINTAINER'S HELPER - GROUP B  
Exam. No. 8550  
New York City Transit Authority**

**WHEN TO APPLY:** From: May 6, 2009  
To: May 26, 2009

**APPLICATION FEE: \$40.00**

Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, September 26, 2009.**

**WHAT THE JOB INVOLVES:** Under direct supervision, Maintainer's Helpers - Group B assist in the maintenance, installation, inspection, testing, alteration and repair of bus and other automotive electro-mechanical equipment. They clean and lubricate bus parts; move bus parts and equipment using forklifts, hi-los, hoists, hand trucks and conveyors; remove and replace worn bearing races; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiator and windshield washer reservoirs; fuel buses; drain waste oil; sandblast parts; drive buses and trucks; and perform related work.

Some of the physical activities performed by Maintainer's Helpers - Group B and environmental conditions experienced are: working outdoors in all kinds of weather; walking on slippery surfaces while washing parts; reading gauges in dimly lit areas; climbing and descending ladders; wearing goggles, gloves or face mask while using sandblasting equipment; 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 heavy equipment and moving it manually.

**Special Working Conditions:** Maintainer's Helpers - 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 \$16.9600 per hour for a 40-hour work week, increasing to \$24.2275 per hour after the 3<sup>rd</sup> year of service. 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:

- Online at the DCAS WEBSITE:** If you wish to apply online, go to the DCAS 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 the required form. 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 Application Unit, 1 Centre Street, 14<sup>th</sup> 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 multiple-choice test:**

- is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Cleaner (Transit Authority) or Railroad Track Cleaner; or
- is employed as a labor class Transit Cleaner or Transit Track Cleaner; and
- is not otherwise ineligible.

(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.)

Note: For the purposes of this examination, admission is extended to employees who are in the labor class title of Transit Cleaner or Transit Track Cleaner.

**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 multiple-choice 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 your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**Note: This examination is not open to employees of MaBSTOA or MTA Bus.**

**ELIGIBILITY TO BE PROMOTED:** At the time of 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 an eligible title or your name must appear on a Preferred List for the eligible 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 have a motor vehicle driver license valid in the State of New York. Additionally, in order to be promoted to the Department of Buses you must also possess at the time of promotion either:

1. a Class B Commercial Driver License with a passenger endorsement and no restrictions that is valid in the State of New York; or
2. a Learner's Permit for a Class B Commercial Driver License with a passenger endorsement and no restrictions that is valid in the State on New York.

If you qualify under (2) above you will be promoted to the Department of Buses subject to the receipt of a Class B Commercial Driver License with a passenger endorsement and no restrictions that is valid in the State of New York at the end of a special training course in bus operation.

If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. Such license must not include any restrictions which would preclude the performance of Maintainer's Helper - Group B work.

**Medical Requirement:** Medical guidelines have been established for the position of Maintainer's Helper - Group B. You will be examined to determine whether you can perform the essential functions of the position of Maintainer's Helper - 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.

**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, 14<sup>th</sup> floor, New York, NY 10007, to obtain a duplicate card.

**THE TEST:** You will be given a multiple-choice 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 multiple-choice 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 class titles and labor class 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 multiple-choice test may include questions on the proper selection and use of hand and power tools and equipment employed in the maintenance and repair of mechanical and electromechanical equipment; safe work practices in repair and maintenance shops for mechanical and electromechanical equipment; reading and interpreting written instructions; reading meters; taking measurements and basic shop computations; basic electrical and mechanical theory; and other related areas.

**THE TEST RESULTS:** If you pass the multiple-choice 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> floor, New York, NY. 10007**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 90724; 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)**