Promotion to Car Maintainer – Group B
Exam No. 3704

APPLICATION FEE: $82.00 (This Fee is Non-Refundable)

JOB DESCRIPTION: Car Maintainers – Group B, under supervision, perform machine shop work related to the maintenance, alteration and repair of subway cars. They operate lathes, milling machines, boring mills, shapers, drill presses and surface grinders; machine wheel seats on subway car axles; bore subway car wheels to fit axle seats; recondition journal bearings; cut new teeth for gear blank; cut internal and external threads; make complex machined parts; drill holes; grind metal surfaces; keep records; may be assigned to inspect new equipment and material at manufacturing plants; and perform related work.

Some of the physical activities performed by Car Maintainers – Group B and environmental conditions experienced are: lifting and carrying heavy supplies, equipment, and material; reading gauges, blueprints and drawings; using power-operated and computerized machinery; distinguishing color-coded lights on such machinery; hearing warning signals and bells; using hand tools and operating machine-shop machinery requiring finger dexterity; and working on or near tracks where live high-voltage equipment is present.

Special Working Conditions: Car Maintainers – Group B may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

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

SALARY: The current minimum salary is $30.7725 per hour for a 40-hour week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of New York City Transit who on the last date of the filing period:

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see note below) for the title Maintainer’s Helper – Group B employed in the Division of Car Equipment; or
2. 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.)

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 your application. If you are marked “Not Eligible”, your application fee will not be refunded and you will not receive a score.

This examination is not open to employees of MaBSTOA, MTA Bus or to employees of other MTA agencies.

REQUIREMENTS TO BE PROMOTED:

Probationary Period: In order to be eligible to be promoted, 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.

Medical Requirement: Medical guidelines have been established for the position of Car Maintainer- Group B. Candidates will be examined to determine whether they can perform the essential functions of the position of Car 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 perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.
HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination online at http://www.mtabsc.info/ or in person at the MTA Exam Information Center as indicated below.

MTA EXAM INFORMATION CENTER: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

REQUIRED FORMS:

1. Application: Make sure that you follow all instructions included with your application, 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.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE: If you believe you meet the requirements in the “Eligibility to Take Examination” section, you must apply by mail.

New York City Transit will not accept applications in person.

Applications by Mail must:

1. Be postmarked by the last day of the application period.

2. Include all of the required forms, as indicated in the Required Forms section above.

3. Be mailed to the address in the “Correspondence Section” of this notice.

4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to NYC Transit.

2. Be valid for one year.

3. Include all of the required forms, as indicated in the Required Forms section above.

4. Include the appropriate fee in the form of a money order.

Cash and personal checks will not be accepted.

THE TEST: The competitive portion of this exam will consist of an education and experience test. A score of at least 70 is required to pass this test. Your score on this test will be used to determine your place on an eligible list. Veteran’s credits, if applicable, will be granted, if requested, only to passing candidates.

You will receive a score of 70 points for meeting the eligibility requirements listed above in the “Eligibility to Take Examination” section. If you meet the eligibility requirements, you will receive additional credit up to a maximum of 30 points for education and experience as follows:

1. 10 points for a total score of 80 for at least 1 year of experience but less than 3 years of additional full-time satisfactory experience as a journey-level machinist; or

2. 20 points for a total score of 90 for at least 3 years of experience but less than 5 years of additional full-time satisfactory experience as a journey-level machinist; or

3. 30 points for a total score of 100 for 5 or more years of additional full-time satisfactory experience as a journey-level machinist.

Note: CNC (Computer Numerical Control) Machine Operator experience does not qualify.

You will receive a maximum of one-year of experience points for each year you worked. If you have any of the above experience on a part-time basis, it will be recorded according to the equivalent percent of full-time experience. Experience must be gained by the last day of the application period.

There will also be a qualifying practical test. If you pass the education and experience test, you will be scheduled to take the practical test as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the education and experience test will be scheduled for the practical test. The practical test may require candidates to complete an assignment, working within specified tolerances, in a safe manner, using a lathe, milling machine, shop tools and equipment, according to the specifications on a drawing, or other related work.

THE TEST RESULTS: If you pass the education and experience 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 results. As vacancies occur, you may be scheduled to take the qualifying practical test. If you pass the practical test and meet all requirements and conditions, you will be considered for appointment.

Employees must keep their official mailing address up to date. Only the address on file with the MTA Business Service Center will be used to mail correspondence.

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 of the following conditions:

1. You are absent from work for at least one-half of the application period and are unable to 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 first date of the test.

Special Testing Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious beliefs, follow the instructions included with your Application and mail your request to the address found in the "Correspondence Section" below.

CORRESPONDENCE SECTION:

All correspondence, including the submission of your application, must be sent to the address below:

Promotion to Car Maintainer, Exam No. 3704
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201