



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

**REQUIRED FORMS**

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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**BUS MAINTAINER - GROUP B  
Exam. No. 8012  
New York City Transit Authority**

**WHEN TO APPLY:** From: June 4, 2008      **APPLICATION FEE: \$ 60.00**  
To: July 22, 2008      Payable by mail by money order to DCAS (EXAMS) or  
payable online by credit card, bank card or debit card.

**THE TEST DATE:** The practical test 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 4<sup>th</sup> year. These rates are subject to change. In addition, you will 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 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**

## HOW TO QUALIFY:

**Education and Experience Requirements:** By the, **last day of the Application Period** you must have three years of full-time satisfactory experience as a journeyman/journeywoman mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic) repairing passenger automobiles, trucks, buses or aircraft, including work on engines, transmissions, brakes, electrical systems and automotive air conditioning. For the above journey level experience to be credited, **it must be preceded** by one of the following:

1. Two years of full-time satisfactory experience as a mechanic's helper, apprentice or trainee performing or assisting in the work described above; or
2. Graduation from an approved trade school, technical school, vocational high school approved by a states's department of Education or comparable agency, with a major course of study in auto mechanics or a closely related field, totaling 600 hours.

Automotive Service Excellence (ASE) certification in any **three** of the following specialities: air conditioning, brakes, engines, electrical/electronics, or steering suspension may be substituted for a total of one year of journeyman/journeywoman experience described above.

Examples of experience that do **not** qualify include: auto body and fender mechanic; auto or truck assembly line mechanic; dealership make-ready mechanic; gas station attendant; salvage and junkyard mechanic.

You may be given the test before we review 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.

Serious moving violations, license suspension or accident record may disqualify.

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 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 New York City Transit Authority.

**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 terminated.

**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.

**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, New York, NY, to obtain a duplicate card.

**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 be used to determine your place on an eligible list. 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.

**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 Application Unit of the Division of Citywide Personnel Services, 1 Center Street, 14<sup>th</sup> Floor, 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](http://nyc.gov/dcas)