



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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**MAINTAINER'S HELPER - GROUP B**  
**Exam. No. 8083**  
**New York City Transit Authority**  
**AMENDED NOTICE - JULY 1, 2009**

**WHEN TO APPLY:** From: July 1, 2009  
To: July 7, 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.**

**The Notice of Examination is amended to reopen filing from July 1, 2009 through July 7, 2009. There is no change in the multiple-choice test date of September 26, 2009. Candidates who filed previously need not file again.**

**WHAT THE JOB INVOLVES:** Under direct supervision, Maintainer's Helpers - Group B assist in the maintenance, installation, inspection, testing, alteration and repair of buses 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 masks 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 after the 3<sup>rd</sup> year of service. These rates are subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations, sick leave, a comprehensive health plan, and a pension plan.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, 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 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 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, 14<sup>th</sup> 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:

1. Four years of full-time satisfactory experience as a mechanic's helper or as an electrician's helper in the maintenance, repair, construction or installation of mechanical, electromechanical or electrical equipment such as bus components or other automotive components including bodies, engines, transmissions and accessories; or
2. A four-year high school diploma or its educational equivalent approved by a state's Department of Education or a recognized accrediting organization **plus** three years of full-time experience as described in "1" above; or
3. An Associate's degree or completion of 60 college-level semester credits in mechanical, electrical or machine shop technology, from an accredited college or university, accredited by regional, national bodies by the U.S. Secretary of Education and by the Council for Higher Educational Accreditation (CHEA); or
4. Graduation from a recognized trade school, technical school or vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in mechanical, electrical, or machine shop technology, totaling 600 hours; or
5. A satisfactory combination of education and/or experience that is equivalent to 1, 2, 3 or 4 above.

Education may be substituted for experience as follows:

Each year of high school completed may be substituted for three months of required experience.

Each 20 credits completed at an accredited college in an Associate's degree program in mechanical, electrical or machine shop technology may be substituted for one year of required experience.

Each year of education completed at a recognized trade, vocational high school, or 150 hours of post secondary education with a major sequence of courses in a mechanical or electrical field or in machine shop technology may be substituted for one year of required experience.

You may be given the test before we verify 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.

## REQUIREMENTS TO BE APPOINTED:

**Driver License Requirement:** At the time of appointment, you must have a motor vehicle driver license valid in the State of New York. You must possess at the time of appointment either:

1. a Class B Commercial Driver License with a passenger endorsement and no restrictions which would preclude performing the essential functions of the position of Maintainer's Helper - Group B, 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 which would preclude performing the essential functions of the position of Maintainer's Helper - Group B, that is valid in the State on New York.

If you qualify under (2) above, you will be appointed subject to the receipt of a Class B Commercial Driver License with a passenger endorsement 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. Such license must not include any restrictions which would preclude the performance of Maintainer's Helper - Group B work. This license must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Maintainer's Helper - Group B. Candidates will be examined to determine whether they 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 appointed.

**Residency:** City residency is not required for this position.

**English Requirement:** Candidates 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 City of New York.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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:** Fill out Sections **A, B and C (if applicable)**. 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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.
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, 10007, to obtain a duplicate card.

**THE TEST:** You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine your place on an eligible list. Veteran's credits, if applicable, will be granted only to passing candidates.

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 meet the education and experience requirements and pass the multiple-choice 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 New York City Transit Authority employees. The names appearing on the promotion list will be considered first in filling vacancies with the New York City Transit Authority.

**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, 14<sup>th</sup> floor, NY, 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)**