



NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION
EDUCATION AND
EXPERIENCE TEST FORM
FORMS (INCLUDED IN
SET OF APPLICATION)

Cleaner/Maintainer's Helper Exam No. 4300

WHEN TO APPLY: From: July 16, 2012
To: July 26, 2012

APPLICATION FEE: \$40.00
(This Fee is Non-Refundable)

You MUST have automotive maintenance education and/or experience to qualify for this position. Carefully read the "How to Qualify" section below before submitting your application. The application fee of applicants who do not meet the qualification requirements will not be refunded.

JOB DESCRIPTIONS: Cleaner/Maintainer's Helpers clean, wash and wash buses, trucks, garages, shops and other MTA Bus Company facilities. They move refuse containers, pallets and other items using forklifts, and perform related work. Cleaner/Maintainer's Helpers may also move buses and may be temporarily assigned to perform the duties of a Maintainer's Helper.

Cleaner/Maintainer's Helpers may be promoted to the title of Maintainer's Helper, in ascending order, without further examination.

Maintainer's Helpers assist in the maintenance, installation, inspection, testing, attention and repair of buses and electromechanical equipment. They clean and lubricate bus parts, move bus parts and equipment using forklifts, hoists, hoists, hand trucks and computers. Measure tire pressure and change the tire, check and maintain fuel levels of engine oil, batteries, radiators and compressed air/water reservoirs, fuel filters, drain water oil separator parts, discharge hoses and hoses, and perform related work.

Some of the physical activities performed and environmental conditions experienced are: working outdoors, in all weather conditions; walking on slippery surfaces; handling gauges in dirty/dry areas; climbing and descending ladders; wearing goggles, gloves and a face mask; using both hands to work overhead for extended periods of time; responding to audible signals (i.e., alarms, bells, horns, whistles) responding to visual signals; disassembling items; using manual equipment; and lifting and carrying heavy equipment.

Special Working Conditions: Cleaner/Maintainer's Helper may be required to work various shifts including nights, Saturdays, Sundays, and holidays and must be available to work overtime as required.

(These are brief descriptions of what these jobs involve and do not include all of the duties of these positions.)

SALARY AND BENEFITS: The current minimum salary for Cleaner/Maintainer's Helpers is \$13.8700 per hour for a 40-hour week increasing to \$20.8700 per hour after 48 months. These rates are subject to change. The benefits of these positions include, but are not limited to, night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the application period you must have:

1. Two years of full-time experience performing or assisting in the performance of inspection, installation, attention, maintenance, testing or repair of bus, truck, automotive or general electro-mechanical components including fuses, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems; or
2. Graduated from a vocational high school with a major course of study in automotive maintenance, or a closely related field. This school must be approved by a state's Department of Education or comparable agency; or
3. Graduated from a recognized trade school or technical school with a major course of study in auto-mechanics, or a closely related field, totaling at least 600 hours. This school must be approved by a state's Department of Education or comparable agency; or

(Continued)

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