

**Port Authority of New York & New Jersey**  
**Building Construction / General Maintainer**  
**Candidate Information Bulletin**

Thank you for your interest in the Port Authority of New York & New Jersey. As one of the premier public agencies in the nation, the Port Authority offers exciting career opportunities and competitive benefits to those job seekers who qualify to join our staff. The information below provides information about the Building Construction / General Maintainer job as well as information about the selection process.

**JOB INFORMATION**

**WHAT ARE THE MAJOR RESPONSIBILITIES OF THE JOB?**

The General Maintainer job title is a seasonal position (typically September through April) that offers a comprehensive benefits package. The General Maintainer position requires a 40-hour week, which requires working rotating shifts, nights, weekends, holidays, overtime on short notice, and during inclement weather. This job title requires knowledge and skill in a variety of commercial trade fields, such as: carpentry, plumbing, drywall, masonry, paving, and painting and a working knowledge of trade math, blueprint reading, and use of tools/equipment related to maintenance and repair of commercial facilities.

In addition, a critical responsibility of this job title is to operate a variety of snow removal equipment during snow emergencies. A valid driver's license is required, and you must be able to obtain and maintain a Commercial Drivers License (CDL) with endorsements.

Seasonal General Maintainers may have an opportunity to be converted to regular full-time employment and are also eligible to compete for internal promotional opportunities

**WHAT ARE THE MINIMUM REQUIREMENTS?**

Candidates must meet all of the qualifications below:

- High School Diploma or GED
- Valid Driver's License
- Must be able to obtain and maintain a Commercial Driver's License (CDL) with endorsements
- At least three years of full time paid work experience in the building construction/maintenance trade field performing tasks related to carpentry, plumbing, painting, masonry, dry wall, etc.
- Qualify on the General Maintainer Written Test and Practical Test
- Qualify on a thorough background check
- Qualify on a pre-hire medical evaluation

Failure to meet any of the requirements above will disqualify candidates from consideration.

### **WHERE WOULD I BE WORKING?**

Depending on the location where vacancies exist, qualified candidates may be assigned to work at any of the Port Authority facilities below:

- John F. Kennedy International Airport
- Newark Liberty International Airport
- LaGuardia Airport
- George Washington Bridge
- Lincoln Tunnel
- Holland Tunnel
- Staten Island Bridges (Goethals, Outerbridge Crossing, Bayonne Bridge)
- Port Authority Bus Terminal
- New York Marine Terminal
- New Jersey Marine Terminal

### **HOW MUCH DOES THE JOB PAY?**

\$20.98 per Hour

### **DOES THE POSITION OFFER BENEFITS?**

Yes. In addition to full health benefits, the position provides all tools, equipment and uniforms needed for the job.

### **WHAT CAREER OPPORTUNITIES EXIST FROM THIS POSITION?**

Candidates in the seasonal General Maintainer positions are eligible to be considered for permanent placement into a General Maintainer position and are eligible to participate and take internal promotional evaluations while employed with the Port Authority for positions for which they meet the requirements. Opportunities exist in the Structural, Mechanical, Electrical, Utility Systems, Buildings & Grounds, Automotive and General Maintenance fields.

### **WHAT HAPPENS AT THE END OF THE SEASONAL EMPLOYMENT PERIOD?**

Candidates may have an opportunity to be retained beyond their seasonal employment depending on the hiring needs of the Agency. If not retained, candidates may have an opportunity to be called back for future seasonal employment opportunities.

## **SELECTION PROCESS**

### **HOW DOES THE SELECTION PROCESS WORK?**

The selection process for the Building Construction/General Maintainer job title consists of the following components:

1. Written Examination
2. Practical Examination
3. Background Check and Medical Exam

Each component is described in further detail below:

#### **Written Examination**

Exam Delivery Format: Computer-Based

Number of Questions: 75

Question Format: Multiple-Choice

Time Limit: 2 Hours

Exam Content: The Building Construction/General Maintainer Written Examination is designed to assess candidates' technical knowledge/ability in the following areas:

- Carpentry
- Plumbing
- Masonry
- Dry Wall/Sheetrock
- Trade Math/Measurement
- Trade Safety Practices

Exam Results: Candidates will receive test results at the test site immediately after completing the examination.

Fee: \$25 non-refundable/non-transferable fee payable by MasterCard or Visa personal or pre-paid credit card is required

The **\$25 testing fee** will be **waived for qualified U.S. military veterans** who provide proof of military service. To request a military waiver of the testing fee, email [Waiver\\_Request@panynj.gov](mailto:Waiver_Request@panynj.gov) and attach an electronic copy of your DD214 or military orders. Include in the text of your email your Full Name, Contact Phone Number, Job title of the test you were invited for, and Eligibility ID as listed in your testing notice email. The Subject line of your email should be "Veteran Testing Fee Waiver Request."

The **\$25 testing fee** will also be **waived for qualified candidates receiving one or more forms of public assistance listed below** who provide the required documentation.

- **General Assistance** – Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.
- **Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance** – Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.
- **Eligible for Medicaid, or receiving Supplemental Security Income (SSI)** - Please provide a copy of your latest annual awards letter and a copy of your ID card that shows your Medicaid number.
- **Certified Job Training Partnership Act/Workforce Investment Act/WorkFirst NJ Act eligible through a state or local social service agency** – Please provide a copy of

your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.

To request a waiver of the testing fee, email [Waiver\\_Request@panynj.gov](mailto:Waiver_Request@panynj.gov) and attach an electronic copy of the required documentation. Include in the text of your email your Full Name, Contact Phone Number, Job title of the test you were invited for, and Eligibility ID as listed in your testing notice email. The Subject line of your email should be "Testing Fee Waiver Request."

**Test Location:** Performance Assessment Network (PAN) Test Centers throughout New York and New Jersey. You can choose your test time and location when you schedule for testing through PAN.

**Required Identification:** One form of official, government issued photo identification.

The examination is of a multiple-choice format and is administered on a computer. Candidates may complete a tutorial that describes the procedures for the computer-based administration prior to beginning the exam. The time limit for the exam is 2 hours. Candidates should be prepared to be at the test site for up to 3 hours, factoring in check-in, test administration, and check-out.

Only candidates who qualify on the Written Examination will be eligible to proceed to the next step in the Selection Process, the Practical Examination. You will receive your results at the test site immediately after completing the test.

## **Practical Examination**

Candidates are typically scheduled for the Building Construction/General Maintainer Practical Examination within three months of qualifying on their Written Examination, depending on the hiring needs of the Agency.

Exam Delivery Format:	Hands-on demonstration of skill/ability
Number of Test Problems:	4
Time Limit:	Each Test Problem has a time limit. Candidates should prepare to be at the test site for approximately 3 hours
Test Problems:	Hands-on demonstration of the following skills/abilities: * <ul style="list-style-type: none"><li>• Safely climb a stationary ladder and demonstrate ability to safely work at heights</li><li>• Construct a piping project from a drawing by cutting and threading steel pipe and cutting and sweating copper pipe</li><li>• Build a wood frame using standard lumber following the specifications from a shop drawing</li><li>• Measure, cut, hang, tape and paint a sheetrock wall following a shop drawing</li></ul>
	* Number and nature of Test Problems is subject to change
Exam Results:	Results for the Practical Examination are typically emailed to candidates within approximately one month of the Practical Examination date.
Fee:	None
Test Location:	The practical test is normally held at the Port Authority Testing & Training Center at the address below. Parking is free.  Port Authority Testing and Training Center ExpressPort Plaza 1160 McLester Street Unit #1 Elizabeth, New Jersey 07201
Required Identification:	One form of official, government-issued photo identification and Written Test qualification letter
Bring to the Test Location:	Candidates should wear normal work clothes, including work boots or safety shoes. Candidates <u>should not</u> bring any tools, books, equipment, etc. to the test. Personal protection equipment such as gloves or prescription safety glasses are allowed, but everything is also supplied at the test site.
Practical Examination Raters:	Candidates' performance on Building Construction/General Maintainer Practical Examination test problems is rated by trained, experienced proctors with a background in the maintenance field. Only candidates who qualify on the Practical Examination are eligible to proceed to the next step in the Selection Process, the Background Check and Medical Exam.

### **Background Check and Medical Exam**

The Background and Medical Check typically come at the time of a conditional job offer and are conducted concurrently. For the Background Check, the information a candidate submitted on his/her employment application is verified by a background check company, including education, employment history, driver's license, and criminal history. For the Medical Check, candidates are evaluated by the Port Authority's Office of Medical Services physicians to ensure that they can meet the qualifications of the job (with or without accommodation). We strongly encourage candidates to review the requirements for obtaining and maintaining a Commercial Driver's License.

Candidates who qualify on the written examination, practical examination, background check, and medical check are considered eligible to be considered for placement in the Building Construction/General Maintainer job title based on the hiring needs of the Agency. **However, qualification on the selection process does not guarantee placement into a vacant position.**

## **Question and Answer**

### **ARE THERE ANY STUDY MATERIALS FOR THE EVALUATION PROCESS?**

No. We expect candidates to demonstrate their knowledge/experience through the evaluation process.

### **HOW LONG DOES THE SELECTION PROCESS TAKE?**

The timing is highly influenced by the hiring needs of the Agency for this position as well as the speed at which candidates' background check information can be obtained/verified.

### **IF I QUALIFY ON THE EVALUATION PROCESS, HOW LONG DOES MY QUALIFICATION LAST?**

Your qualification will remain for 1 year from the date you qualified on the Practical Test. This timeframe may be extended at the discretion of the Port Authority.

### **IF I QUALIFY ON THE EVALUATION PROCESS, IS IT ASSURED THAT I WILL GET HIRED?**

No. Candidates who qualify on the written examination, practical examination, background check, and medical check are considered eligible to be considered for placement in the Building Construction/General Maintainer job title based on the hiring needs of the Agency. *However, qualification on the selection process does not guarantee placement into a vacant position.*