



Bus Company

Notice of Examination

Facilities Supervisor, Exam No. 4326

Amended Notice – February 7, 2024

Application Deadline:

March 15, 2024

Type of Test:

Structured Interview &
Report Writing Assessment

Application Fee:

\$96.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

Test Date: (subject to change)

Testing is expected to begin on
Monday, June 24, 2024

This notice of examination was amended on February 7, 2024 to update the address in the “Correspondence” section.

JOB DESCRIPTION

Facilities Supervisors, supervise maintainers performing the installation, maintenance and repair of structural, electrical and mechanical equipment and systems. They supervise work in various construction/building trades, such as HVAC, plumbing, electrical, carpentry, masonry, painting and ironwork in bus depots and maintenance facilities. They plan work; use a computerized information system to access data; research technical problems; forecast material, tools and equipment requirements; keep records and write reports; and perform related work.

Special Working Conditions: Facilities Supervisors may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

SALARY AND BENEFITS

The current minimum salary for Facilities Supervisor is \$43.98 per hour for a 40-hour work week increasing to \$52.36 per hour in the sixth year of service. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: February 1, 2024

HOW TO QUALIFY

Education and Experience Requirements: By the **last day of the Application Period**, you must meet the following requirements:

1. Five years of full-time satisfactory experience as a journey-level mechanic (i.e., fully trained, proficient, knowledgeable, experienced, and competent) performing electrical, HVAC or electro-mechanical work; or
2. Three years of full-time satisfactory experience at the journey-level as described in paragraph "1." above plus completion of one of the following listed below before obtaining your journey level experience:
 - a. Two years of satisfactory full-time experience as a mechanic's helper, apprentice or trainee performing or assisting in the work described above; or
 - b. Graduation from a recognized trade school or technical school, approved by a state's Department of Education or comparable agency, with a major course of study in electrical, HVAC, electro-mechanical or a closely related field for at least 600 hours or more; or
 - c. Graduation from a vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in the trades described in "II" above or a closely related field; or
 - d. Graduation from an accredited college or university with an AAS degree or higher in one of the trades described in "II" above or a closely related field.

If you have qualifying part-time experience, it will be credited on a prorated basis.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the structured interview before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination): 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, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

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THE TEST

You will be given a competitive structured interview composed of two sections, a qualifying technical section and a qualifying supervisory section. A score of at least 70% is required to pass each qualifying section of the competitive structured interview. Each of the passing scores on the two qualifying sections will be combined to equal the competitive structured interview score. You will also be given a qualifying report writing assessment. A score of 70% is required to pass the qualifying report writing assessment.

You will be scheduled to take the structured interview and report writing assessment on or shortly after the date listed in the above "Test Date" box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the "Special Test Accommodations" subsection below.

The structured interview may measure your knowledge, skills and abilities in the following and other related areas:

- **Facility Equipment** – Knowledge of the electrical, HVAC, plumbing, carpentry, masonry, painting and iron work trades as it relates to the installation, troubleshooting, inspection, repair, testing and maintenance of facility equipment including the tools and equipment used in these trades, utilizing safe work practices
 - Example: *Using insulated tools to troubleshoot faulty equipment*
- **Facility Maintenance** – Knowledge of facility maintenance operations
 - Example: *Determining the best order of priority for facility maintenance work*
- **Forecasting** – Knowledge of how to effectively forecast materials, tools, equipment and labor needs
 - Example: *Determining the amount of material and labor needed to install new machinery at a work location*
- **Planning and Organizing** – The ability to establish a course of action for self and/or others to accomplish a specific goal; plan proper assignment of personnel and appropriate allocation of resources
 - Example: *Preparing a list of customer complaints in priority order*
- **Delegation** – The ability to utilize subordinates effectively; allocating decision-making and other responsibilities to the appropriate subordinates
 - Example: *Assigning a new employee their weekly and daily call targets*
- **Management Control** – The ability to establish procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; take action to monitor the results of delegated assignments or projects
 - Example: *Conducting quality control test calls to ensure employees are providing excellent customer service*
- **Development of Subordinates** – The ability to develop the skills and competencies of subordinates through training and developmental activities related to current and future jobs
 - Example: *Training an employee on how to conduct peer training for new hires*
- **Judgment** – The ability to develop alternative courses of action and make decisions based on logical assumptions that reflect factual information and/or recognize imaginative solutions and innovations in work-related situations
 - Example: *Determining which assignments are high priority and should be completed as soon as possible*
- **Analysis** – The ability to identify problems, securing relevant information, relating data from different sources, and identify possible causes of problems
 - Example: *Determining how much material is needed for emergency work*

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The qualifying report writing assessment will require candidates to write one or more reports based on information provided on the day of the test. Candidates will be evaluated on their ability to write concisely, comprehensively and clearly using good grammatical form. Only those candidates who achieve a passing score on the competitive structured interview will have their qualifying report writing assessment rated.

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com during the application period. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the “Special Test Accommodations” subsection below.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below.

Online Applications:

1. If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the MTA Business Service Center (BSC) employee portal at www.mymta.info). **Note:** The application system may **not** function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, open a new window, and avoid having multiple tabs open in the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).

IMPORTANT: If you are requesting a fee waiver, you should not complete Steps 5, 6, or 7 below. Instead, by March 29, 2024, you must submit documentation supporting your fee waiver request by mail to Facilities Supervisor, Exam No. 4326, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period.

5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” **Note:** Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.

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7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special test accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which the structured interview testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which the structured interview testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the structured interview test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability; or
7. Pregnancy, childbirth or a related medical condition.

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the “Correspondence” section below as soon as possible.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may:

1. Email us at examssunit@nyct.com with the subject “Contact Info Update;” or
2. Mail your request to the address at the end of this section.

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Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include "Facilities Supervisor, Exam No. 4326" in the Subject. Alternatively, you can mail your correspondence to the following address:

Facilities Supervisor, Exam No. 4326
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS

Admission Letter or Notice of Proposed Disqualification: An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the structured interview. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@nyct.com. A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the "Correspondence" section above for instructions on how to update your address and other contact information.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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THE TEST RESULTS

If you meet the education and experience requirements, pass the structured interview and the report writing assessment, 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.

REQUIREMENTS TO BE APPOINTED

Driver License Requirement: At the time of appointment, you must possess either:

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class B CDL valid in the State of New York with no disqualifying restrictions.

If you qualify under “2” above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with no disqualifying restrictions within 120 days of appointment, or your employment will be terminated. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Facilities Supervisor work.

Commercial Motor Vehicle Driving Experience in the Military or New York National Guard: If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

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 MTA New York City Transit.

ADDITIONAL INFORMATION

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

Promotion Examination: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

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PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

MTA Bus is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at

http://web.mta.info/nyct/hr/forms_instructions.htm

The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit

Title Code: MTA09

Application Period Opened: July 1, 20234