



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Promotion to Line Supervisor (Plant & Equipment), Exam No. 3211

Application Deadline:

February 15, 2023

Type of Test:

Multiple-Choice Test

Application Fee:

\$88.00

Multiple-Choice Test Dates:

(subject to change)

Saturday, May 6, 2023 or
Sunday, May 7, 2023

Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

JOB DESCRIPTION

Line Supervisors (Plant & Equipment), supervise Maintainers in the repair, maintenance, installation, inspection, testing and alteration of electrical and mechanical equipment and systems. They also supervise work in various construction trades including masonry, carpentry, plumbing, painting, ironwork and HVAC. They utilize the computerized Maintenance Management System to generate, schedule and track maintenance and repair work orders. They research and purchase equipment, tools and required materials. They inspect new and existing equipment; utilize computer applications to prepare reports and maintain records; and perform related work.

Some of the physical activities performed by Line Supervisors (Plant & Equipment) and environmental conditions experienced are: performing daily visual inspections of facilities to identify any safety, environmental and security-related concerns; inspecting electrical work requiring them to differentiate between color-coded wires; using hand and power tools; climbing ladders, platforms and scaffolds. They work outdoors in all weather conditions. They operate vehicles including trucks and vans.

Special Working Conditions: Line Supervisors (Plant & Equipment) 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.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 1, 2023

SALARY

The current minimum salary for Line Supervisor (Plant & Equipment) is \$75,710 per annum increasing to \$94,638 per annum in the sixth of service. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MaBSTOA who **on the first date of the multiple-choice test**:

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Maintainer in any specialty of Plant and Equipment; and
2. Is not otherwise ineligible.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. You may be given the multiple-choice test before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded, and you will **not** receive a score.

This examination is **not** open to employees of New York City Transit or MTA Bus Company, or to employees of MTA agencies other than MaBSTOA.

THE TEST

You will be given a multiple-choice test. A score of at least 70% is required on the multiple-choice test.

You will be scheduled to take the test on one of the dates 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 Arrangements" section below.

Your score on the multiple-choice test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in up to a maximum total of 100 for 10 years of service. Your service will be credited through the first date of the multiple-choice test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee.

The multiple-choice test may include questions on:

- **Technical Knowledge** - Knowledge related to the repair, maintenance, inspection, installation, and various plant equipment knowledge and knowledge of carpentry, electrical, masonry, plumbing, HVAC, and mechanical trades
 - *Example: Locating a defect using point-to-point troubleshooting*
- **Rules and Regulations** - Knowledge of relevant rules, regulations, SOP's, policy instructions and other governing procedures. Ability to monitor the computerized preventative maintenance program and supervise employees
 - *Example: Recalling a procedure to use in an emergency situation*
- **Safety** - Knowledge of safe work practices and procedures as governed by the rules and regulations pertaining to them, including the ability to render basic first-aid if required
 - *Example: Using insulated tools when maintaining electrical equipment.*
- **Schematics and Calculations** - Ability to read and interpret drawings, and the ability to make relevant shop or trade mathematical calculations
 - *Example: Using a circuit schematic to trace the circuit you are working on*
- **Reports** - Ability to keep records and prepare reports
 - *Example: Filling out a daily maintenance report*

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HOW TO SUBMIT AN APPLICATION

If you believe you meet the requirements in the “Eligibility to Take Examination” section, you may submit an application during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. 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 Arrangements” section below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the “BSC” employee portal at www.mymta.info by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at examsunit@nyct.com for application instructions). **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. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

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 Arrangements:

Late Applications: Refer to the “Correspondence” section below to contact the Examinations Unit to determine the procedure for submitting a late application if you meet one of the following conditions:

1. You are absent from work for at least one-half of the application period and are unable to apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but before the first test date.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing 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 multiple-choice testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which multiple-choice testing is expected to begin.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 1, 2023

HOW TO SUBMIT AN APPLICATION (Continued)

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice 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, 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, pregnancy-related, or child-birth related condition preventing you from taking the test.

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

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 “Promotion to Line Supervisor (Plant and Equipment) Exam No. 3211” in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Line Supervisor (Plant & Equipment), Exam No. 3211
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

TEST SITE REQUIREMENTS

An Admission Letter will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an Admission Letter at least 4 days before this date, you must email a request for a duplicate Admission Letter to examsunit@nyct.com. A paper copy of the Admission Letter is your ticket for admission to the test.

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TEST SITE REQUIREMENTS (Continued)

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.

Social Distancing and other safety protocols, **including the wearing of masks**, may be required during the administration of the test. Further details will be provided on your admission letter.

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.

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.

Proof of Identity: You must present your MTA MaBSTOA employee ID when you arrive to take the test.

THE TEST RESULTS

If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

REQUIREMENTS TO BE PROMOTED

Probation Completed: At the time of promotion, you must have completed your probationary period in the eligible title as indicated in the above “Eligibility to Take Examination” section.

Driver License Requirement: At the time of promotion, you must possess: a Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no restrictions. This CDL license must be maintained for the duration of your employment. If you have serious moving violations, a license suspension or an accident record you may be disqualified.

Pre-promotional Evaluation: All promotions are subject to pre-promotional evaluations.

Drug Screening Requirement: You must pass a drug screening in order to be promoted, and if promoted, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be promoted to this safety-sensitive position.

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PENALTY FOR MISREPRESENTATION

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

MaBSTOA 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 and seniority ratings, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit
Title Code No. M9007

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