

Job Description

Job Title: Assistant Stock Worker

Job ID:

Location: Various

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Information:

First Date of Posting: August 21, 2024

Last Date of Filing: September 21, 2024

Authority: MTA Bus Company (MTABC)

Department: Material/Storeroom

Division/Unit: Buses

Reports to: Supervision

Work Location: Various

Hours of Work: Various

***Current employees in any of the eligible titles listed below in the “Eligibility and Qualification Requirements” section must be employed in the eligible title for at least 1 year in order to be promoted.**

Compensation:

Salary Range: The current minimum salary for Assistant Stock Worker in the bargaining unit represented by the Amalgamated Transit Union, Local 1181 and Local 1179 is \$24.57 per hour for a 40-hour work week increasing to \$35.11 per hour in the sixth year of service. The current minimum salary for Assistant Stock Worker in the bargaining unit represented by the Transport Workers Union, Local 100 is \$26.07 per hour increasing to \$37.25 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.

Responsibilities:

Assistant Stock Workers, under supervision, receive, check, classify, store and distribute materials and supplies at the storerooms and facilities of the MTA Bus Company system. This includes: the operation of all material handling equipment; data processing and maintenance of inventory transaction documents; the loading and unloading of trucks; all activities related to normal warehousing and distribution functions; keeping records; taking inventory; handling obsolete and scrap materials; driving automotive vehicles; and performing related work.

Some of the physical activities performed by Assistant Stock Workers and the environmental conditions experienced are: loading and unloading vehicles; operating forklifts and hi-los, and other machinery. Climbing and descending ladders. Lifting heavy objects up to 75 lbs. without the use of a mechanical device. Working outdoors in all weather conditions.

Eligibility and Qualification Requirements:

Internal Candidates:

This position is open to each employee of MTA Bus Company who

1. is employed in the title of Cleaner-Helper or Maintainer's Helper;
2. and is not otherwise ineligible.

OR

External Candidates:

1. You must meet the following requirements described in “A” or “B” below:

JOB ID

- A. Two years of full-time satisfactory experience as a stock assistant, stock clerk, stock worker or shipping and receiving clerk in an industrial, manufacturing, or wholesaling warehouse or similar large-scale environment; or
 - B. Three years of full-time satisfactory experience performing the duties as a stock assistant, stock clerk, stock worker or shipping and receiving clerk performing the work in a retail environment which stocks automotive, machine, marine maintenance tools, production parts, or plumbing, hardware or sheet metal supplies and tools.
2. Up to one (1) year of experience as a supervisor or manager overseeing the work described in "1A" above can be substituted for up to one (1) year of the experience described in "1A" above.

Selection Method / Admission Letter:

Candidates may be asked to participate in one or more of the following: an education and experience test, a written assessment, a practical skills assessment and/or a structured interview.

Applicants must keep their contact information (email, mailing, phone) up to date. The contact information you entered in your online profile with the MTA will be used to contact you. You can update your address and other contact information by logging into your MTA profile or by sending an email to examsunit@nyct.com.

Requirements to be Appointed or 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.

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

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible titles of Maintainer's Helper- Group B, Cleaner/Maintainer's Helper, or Stock Worker. Additionally, you must have served in the eligible title of Maintainer's Helper – Group B, Cleaner/Maintainer's Helper, or Stock Worker for at least one year.

Driver License Requirement: At the time of appointment, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

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 Bus Company.

Additional Information

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

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 or returned to your previously held title.

Equal Employment Opportunity:

JOB ID

MTA is an Equal Opportunity Employer, including veteran status and individuals with disabilities. The MTA encourages qualified applicants from diverse backgrounds and experiences, including military service members, to apply.

How to Apply:

If you meet the qualification requirements above, you can submit an online application by clicking the MS Forms link below. Make sure that you completely fill out the form and submit it when you are finished.

<https://forms.office.com/g/zKrAffCvXp>