

Job Title: Bus Maintenance Supervisor (Bus Mechanic Supervisor)  
Promotional Exam No. 5431  
Open Competitive Exam No. 5331  
Location: Various  
Full/Part Time: Full-time  
Regular/Temporary: Regular

**To submit the application online, please read the entire document, refer to page 4 on how to apply, and follow the link on the last page.**

Job Information:  
First Date of Posting: September 1, 2024  
Last Date of Posting: September 29, 2024  
Authority: MTA Bus Company  
Department: Buses  
Division: Bus Maintenance  
Reports to: Superintendent  
Work Location: Various  
Hours of Work: Various

**\*This exam is open to both promotional and external candidates.**

**Salary:**

The current minimum salary for Bus Maintenance Supervisor is \$41.89 per hour with increments to \$52.36 per hour in the sixth year of service. These rates are subject to change. 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.

**Job Description:**

**Bus Maintenance Supervisors**, supervise Bus Maintainers (Chassis) and other maintenance and transportation titles performing the maintenance, installation, inspection, testing, alteration, shifting, and repair of buses and other automotive vehicles and related bus shop equipment; plan work and monitor production levels and trends; use a computerized information system to access data; perform safety assessments and quality audits; perform diagnoses and troubleshooting of bus systems; research technical problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports; operate a bus for testing, evaluation or instructional purposes; and perform related work.

Some of the physical activities performed by Bus Maintenance Supervisors and environmental conditions they experience are: working outdoors in all kinds of weather; walking in and around bus garages; climbing and walking on fuel, oil and gasoline trucks; making visual inspections of equipment; distinguishing colors; reading gauges and prints; and hearing warnings (bells, whistle and vocal).

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

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

**Eligibility Requirements**

**Promotional Candidates:** This position is open to each employee of MTA Bus Company that is employed in the eligible title of Bus Maintainer (Chassis); and is not otherwise ineligible.

**OR**

**External Candidates:** When you apply, you must meet the following requirements:

1. Three years of full-time experience as a journey-level automotive mechanic (i.e., fully trained, proficient, knowledgeable, experienced, and competent) troubleshooting and repairing passenger automobiles, trucks, buses, or aircraft; and
2. One year of full-time experience as a supervisor supervising auto mechanics or mechanics in a closely related trade. This experience must have been obtained after the experience described in “1” above.

For the above journey-level experience to be credited, **it must be preceded** by one of the following:

- A) Two years of 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 automotive mechanics or a closely related field, totaling 600 hours; or
- C) Graduation from a vocational high school, approved by a state’s Department of Education or a comparable agency, with a major course of study in automotive mechanics or a closely related field; or
- D) Graduation from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field. Accreditation must be by a regional, national, professional or specialized agency recognized as an accrediting body by the U.S.

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

The high school, 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).

**The following are types of experience that are acceptable:** The maintenance, inspection, testing diagnosing, overhauling, rebuilding or repairing of at least two major vehicle systems including: engines and transmissions; axles, suspensions, steering, braking components and systems; driveline or propulsion systems and components; HVAC lighting and electrical systems; microprocessor controllers; Programmable Logic Controllers (PLCs) and multiplex electronic systems; and vehicle energy storage systems.

**The following are types of experience that are not acceptable:** Auto body and fender repair; auto or truck assembly; dealership make-ready repair; fuel, oil, and lube serving; vehicle inspection; specialty replacement shop work, such as tire, exhaust parts (muffler) or glass replacement; audio or video installation; and salvage and junkyard extraction.

**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 included with your application packet. 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 can also access the Foreign Education Fact Sheet on our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm).

**Note:** If you have earned a higher-level degree in the United States that supersedes the level 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.

## THE TEST

Testing is expected to begin on Saturday, November 2, 2024. The test will consist of three distinct components: a competitive multiple-choice test, a qualifying supervisory abilities assessment and a qualifying report writing assessment. All three components of the test will be given in a single session on the same day. A score of at least 65% is required to pass each test.

### Promotional Candidates:

Your score on the competitive multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive multiple-choice test and both the qualifying supervisory abilities assessment and qualifying report writing assessment to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MTA Bus Company or one of the private bus companies consolidated under MTA Bus Company to a maximum of 100% for 10 years or more of eligible service. Your service will be credited through the first date of the competitive multiple-choice test, up to a maximum of 10 years. Partial seniority credit will be given for each day served as an MTA Bus Company employee. Time serviced prior to a break in service of more than one year will not be credited.

### External Candidates:

The test will consist of three distinct components: a competitive multiple-choice test, a qualifying supervisory abilities assessment and a qualifying report writing assessment. All three components of the test will be given in a single session on the same day. A score of at least 65% is required to pass each test. Your rank order on the hiring list will be determined by your score on the competitive multiple-choice test.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

The competitive multiple-choice test and qualifying supervisory abilities assessment may measure your knowledge, skills and abilities in the following and other related areas:

- **Administration and Management:** Knowledge of planning, coordination, and execution of business functions, resource allocation, and production
  - Example: *Planning a weekend's General Order work*
- **Automotive Theory:** Knowledge of maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories, utilizing safe work practices
  - Example: *Using proper automotive maintenance techniques to maintain a bus*
- **Electrical Theory/Schematics:** Knowledge of electronic and electrical theory and schematic reading
  - Example: *Utilizing Ohm's Law to calculate current*
- **Heavy Duty Machinery/Equipment:** Knowledge of maintenance, troubleshooting and repair of heavy-duty machinery equipment and diesel equipment including buses, trucks, construction vehicles, construction equipment, and generators utilizing safe work practices
  - Example: *Repairing a piece of equipment that has stopped working*
- **Pneumatic Equipment:** Knowledge of pneumatic devices and principles; ability to install, maintain, troubleshoot/test with standard testing equipment and repair pneumatic devices utilizing safe work practices
  - Example: *Troubleshooting a piece of equipment that is running under normal operating pressure*
- **Number Facility:** Ability involving the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly. These can be steps in other operations, such as finding percentages and taking square roots
  - Example: *Performing mathematical calculations using track markers to determine the current location*

- **Schematics:** Ability to read and interpret schematics containing specifications, drawings, and other related areas
  - Example: *Using a circuit schematic to trace the circuit you are working on*
- **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources
  - Example: *Preparing a list of customer complaints in priority order*
- **Conflict Management:** Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact
  - Example: *Resolving a conflict among two of your maintainers*
- **Decisiveness:** Readiness to make decisions, render judgments, take action or commit oneself
  - Example: *Deciding which jobs maintainers will be assigned for the day*
- **Delegation:** Utilizing 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:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects
  - Example: *Conducting quality control test calls to ensure employees are providing excellent customer service*
- **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems
  - Example: *Determining how much material is needed for emergency work*
- **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual data
  - Example: *Determining which assignments are high priority and should be completed as soon as possible*
- **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job
  - Example: *Explaining the specialized vocabulary used within the automotive field or profession*
- **Sensitivity:** Actions that indicate a consideration for feelings and needs of others
  - Example: *Expressing empathy to a customer who reports losing an item on a subway platform*
- **Development of Subordinates:** Developing 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*
- **Forms and Records:** Knowledge of forms and records commonly used by Maintenance Supervisors, when to use them and how to complete them
  - Example: *Completing a G-2 based on an incident you observed in the depot*

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 passing scores on the competitive multiple-choice test and qualifying supervisory abilities assessment will have their qualifying report writing assessment rated.

### How to Apply:

**Promotional Candidates:** If you are an active MTA employee, apply using the MTA Business Service Center (BSC) employee portal at [www.mymta.info](http://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.

1. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).

**External Candidates:** If you are not an active MTA employee, apply using [www.mymta.info/exams](http://www.mymta.info/exams).  
**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.

Please note that the Education and Experience Test Paper that must be completed to finalize the application process. If you do not submit your Education and Experience Test Paper, your application will be considered incomplete,

1. To apply, log into your existing account, or create an account if you do not yet have one.
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).

### **Requirements to be Appointed or Promoted:**

**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.

**Driver License Requirement:** At the time of promotion, you must possess a Motor Vehicle Driver License valid in the State of New York.

Within 14 days of promotion, you must obtain a Learner Permit for a Class A or a Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no airbrake restrictions, or any other disqualifying restrictions. Additionally, a Class A or Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions, and no other disqualifying restrictions must be obtained within 120 days of promotion. Failure to do so may result in termination or a return to your previously held title. If you have serious moving violations, a license suspension, or an accident record, you may be disqualified.

The Class A or Class B CDL with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license must not include any restrictions which would preclude the performance of Bus Maintenance 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.

**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**

**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 or being returned to your previously held title.

**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.

### **Promotional Candidates:**

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

**Probation Completed:** At the time of promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility Requirements" section.

### **Equal Employment Opportunity:**

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.

**Click on one of the links below to apply:**

[Apply Now \(Promotional Candidates\) – Current Employees](#)

[Apply Now \(External Candidates\)](#)