



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Line Supervisor (Surface), Exam No. 8102

Amended Notice – January 18, 2018

Application Deadline:

January 23, 2018

Types of Tests:

Multiple-Choice and Structured Interview

Application Fee:

\$88.00

Test Date: (subject to change)

Saturday, May 19, 2018 or Sunday, May 20, 2018

Amended Notice: This Notice of Examination is amended on January 18, 2018 to update the appointment rate progression in the **SALARY AND BENEFITS** section.

JOB DESCRIPTION

Line Supervisors (Surface) supervise Maintainers, Helpers and Apprentices who maintain, install, inspect, test, alter, and repair buses and other automotive vehicles and related bus shop equipment. They plan work and monitor production levels and trends; provide technical direction to maintenance employees; use a computerized information system to access information; perform safety assessments and quality audits; research technical and material availability problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports. They may operate a bus for testing, evaluation or instructional purposes; and perform related work.

Some of the physical activities performed by Line Supervisors (Surface) and environmental conditions experienced are: working outdoors in all weather conditions; walking in and around bus garages, climbing and walking on fuel, oil and gasoline trucks; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; and hearing bell, whistle and vocal warnings.

Special Working Conditions: Line Supervisors (Surface) 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 appointment rate for Line Supervisor (Surface) is \$76,505 per annum increasing to \$94,638 per annum beginning 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 differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 3, 2018

HOW TO QUALIFY

By the **last day of the Application Period**, you must meet the criteria in **either** Section A **or** Section B below.

Section A

- A1.** One year of satisfactory full-time experience as a **supervisor** overseeing journey-level automotive mechanics (i.e., fully trained, proficient, knowledgeable, experienced, and competent) who troubleshoot and repair automotive or aircraft engines and electrical systems, and at least one other automotive or aircraft system, such as transmissions or HVACs systems; **and**
- A2.** Five years of satisfactory full-time experience as a **journey-level automotive mechanic** performing the work described in “A1” above.

Section B

- B1.** One year of satisfactory full-time experience as a **supervisor** overseeing journey-level automotive mechanics (i.e., fully trained, proficient, knowledgeable, experienced, and competent) who troubleshoot and repair automotive or aircraft engines and electrical systems, and at least one other automotive or aircraft system, such as, transmissions, or HVACs systems; **and**
- B2.** Three years of satisfactory full-time experience as a **journey-level automotive mechanic** performing the work described in “B1” above that were obtained **after** one of the following:
 - I. Two years of satisfactory full-time experience as a mechanic’s helper, apprentice or trainee performing or assisting in the work described above; or
 - II. 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 at least 600 hours or more; or
 - III. Graduation from a vocational high 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; or
 - IV. Graduation from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field.

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

The following are types of experience that are not acceptable: auto body and fender repair; auto or truck assembly; dealership make-ready repair; gas station service; oil and specialty replacement shop work, such as tire replacement, replacement of exhaust parts (muffler), transmission parts, brakes/braking systems, glass, climate control parts, etc.; 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 3, 2018

HOW TO QUALIFY (continued)

You will be required to indicate if you met the education and experience on the date that you are scheduled to take the multiple-choice test. You may also be required to complete additional forms in regards to your education and experience at the time of appointment. You will be given the multiple-choice test before we verify your qualifications for this examination. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. If you are marked "Not Qualified," your application fee will **not** be refunded and you will **not** receive a score.

REQUIREMENTS TO BE APPOINTED

Driver License Requirement:

1. A Class B Commercial Driver License, (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions; or
2. A Motor Vehicle Driver license valid in the State of New York and a Learner's Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

Candidates who qualify under (2) above will be appointed subject to the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions at the end of a special training course in bus operations.

Candidates who fail to successfully complete the special training course in bus operations, including the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, will be terminated.

If you have serious moving violations, license suspension or an accident record you may be disqualified. The Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions must be maintained for the duration of employment. All applicants for this examination must provide proof of residence in the state for which the license and/or permit was issued.

Character Requirement: Proof of good character and satisfactory background are absolute prerequisites to appointment. The following are some of the factors considered as grounds for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated convictions where such convictions indicate a disrespect for the law; (c) discharge from employment where such discharge indicates poor behavior or an inability to follow rules and disciplinary guidelines; (d) previous unsatisfactory employment history with the Metropolitan Transportation Authority (MTA), or another public employer; (e) dishonorable discharge from the Armed Forces; (f) previous misrepresentation of identity; and (g) previous misrepresentation of authority to work in the United States.

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

Residency: New York City residency is not required for these positions.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform 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 MaBSTOA.

HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://mta.info/nyct/hr/appexam.htm> or in person at the MTA New York City Transit Exam Information Center as indicated below.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 3, 2018

HOW TO OBTAIN AN APPLICATION (continued)

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2, 3, or the G train to the Hoyt Street Station.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section, submit an application online by the last day of the application period.

Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be given a confirmation number after you submit your *Application* and pay the application fee. Applicants who request a fee waiver must apply by mail.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

Save your confirmation numbers for future references and proof of filing an *Application*

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the *Admission Letter*.

THE TEST

The test will consist of two distinct components; a competitive multiple-choice test and a qualifying structured interview. The competitive multiple-choice test will be given on one of the dates that are stated on the first page. The qualifying structured interview will be given at a later date to candidates who have passed the competitive multiple-choice test and are deemed to meet the qualification requirements. A score of at least 70% is required to pass each component

The competitive multiple choice test may include questions on the installation, troubleshooting, inspection, repair, testing and maintenance of automotive/bus equipment, including tools and equipment used in automotive/bus maintenance; safe and efficient work practices and procedures; reading and interpreting technical drawings, wiring diagrams and schematics; job related mathematical calculations; and other related areas.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 3, 2018

THE TEST (continued)

The qualifying structured interview may include questions on the following abilities:

- **Oral Comprehension** -- Ability to understand spoken English words and sentences
- **Oral Expression** -- Ability to use English words or sentences in speaking so others will understand
- **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
- **Delegation** – Utilizing subordinates effectively; allocating decision-making and other responsibilities to the appropriate subordinates
- **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
- **Development of Subordinates** -- Developing the skills and competencies of subordinates through training and developmental activities related to current and future jobs
- **Analysis** – Identifying problems, securing relevant information, relating data from different sources and identifying possible causes of problems
- **Judgement** – Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information
- **Technical Translation** – Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

TEST ADMINISTRATION GUIDELINES

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 interview 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 entrance into the interview. 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, 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE TEST RESULTS

If you pass the competitive multiple-choice test, the qualifying structured interview, and are deemed to meet the qualification requirements, your name will be placed in final score 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. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

SPECIAL ARRANGEMENTS

Late Filing: Consult with **your department's Human Resources representative** to determine the procedure for filing 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 on or before the first day of the multiple-choice test

Make-Up Test: You may apply for a make-up test if you cannot take the test on the scheduled test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of MaBSTOA;
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;
4. Absence due to ordered military duty;
5. A clear error for which MaBSTOA 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, mail your request with your documentation of special circumstances to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or make the request within 90 days of restoration to your position after performing military duty.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *Application* and mail your request to the address found in the "Correspondence" section below no later than 30 days prior to the scheduled test date.

ADDITIONAL INFORMATION

Probation Completed: You are required to successfully complete a one-year probationary period. If you do not successfully complete the probationary period, you may be terminated.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 3, 2018

CORRESPONDENCE

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

1. Visit us at the MTA New York City Transit Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update';
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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.

If you are a current MTA employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.

All other correspondence must be sent to the following address:

Line Supervisor (Surface) Exam No. 8102
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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

NYCT/MaBSTOA/ MTA Personnel Testing, Selection & Classifications Unit
Title Code No. M9001

Filing Opened: January 3, 2018