



Notice of Examination

Bus Maintenance Supervisor, Exam # 8301

Application Deadline

August 8, 2017

Type of Assessment:

Structured Interview

Application Fee:

(Non-Refundable)

\$85.00

Assessment Dates:

(subject to change)

The week of November 13, 2017

This is **NOT** a New York City Transit position. This is **Not** a Civil Service position.

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 troubleshootinilovejorgeg 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 (bell, whistle and vocal).

Special Working Conditions: Bus Maintenance Supervisors may be expected 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 is \$34.7377 per hour for a 40-hour week, increasing to \$38.5975 after 36 months. This rate is subject to change. The benefits of this position include, but are not limited to, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

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HOW TO QUALIFY

Education and Experience Requirements: By the last day of the application period you must have:

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; plus
2. One year of full-time experience as a supervisor supervising auto mechanics or mechanics in a closely related trade.

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 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. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

Qualifying part-time experience will be credited on a pro-rated basis.

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 servicing; vehicle inspection; specialty replacement shop work, such as tire, exhaust parts (muffler) or glass replacement; audio or video installation; and salvage and junkyard extraction.

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: At the time of appointment, you must possess either:

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 Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

All applicants for this examination must provide proof of residence in the State for which the license and/or permit was issued.

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 operation.

Candidates who fail to successfully complete the special training course in bus operation, 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.

(continued)

REQUIREMENTS TO BE APPOINTED (continued)**Driver License Requirement:** (continued)

If you have serious moving violations, a 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.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed, 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) process required by federal law in order to be appointed to this safety-sensitive position.

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

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

Proof of Identity Requirement: 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.

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 Exam Information Center as indicated below.

MTA EXAM INFORMATION CENTER

Open Monday through Friday, from 9AM to 3PM, 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 G train to the Hoyt Street Station.

REQUIRED FORMS

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of each page, and the examination title and number in the box provided. **This form must be filled out completely and in detail for you to receive your proper rating.** Keep a copy of your completed *Education and Experience Test Paper* for your records.
3. **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.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section, you must apply by mail. New York City Transit will **not** accept *Applications* in person.

Applications by Mail must:

1. Include all of the required forms, as indicated in the Required Forms section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the “Correspondence Section” of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to NYC Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

ADMISSION LETTER

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

THE INTERVIEW

You will be given a structured interview. A score of at least 70 is required to pass this interview. Your score on this interview will determine 100% of your total score. The structured interview may include questions on the installation, troubleshooting, inspection, repair, and maintenance of automotive/bus equipment, including tools and equipment used in automotive/bus maintenance; supervisory methods and practices; the ability to follow rules, regulations, policies and procedures; labor-management practices; safe and efficient work practices and procedures; reading and interpreting technical drawings, wiring diagrams and schematics; and other related areas.

Note: You are not permitted to enter the interview site with cellular phones, 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. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your interview score may be nullified, you may not receive your interview results, and your application fee will not be returned.

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

PROOF OF IDENTIFICATION

You must present a valid photo ID when you arrive to take the structured interview.

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THE INTERVIEW RESULTS

If you meet the education and experience requirements and pass the structured interview, 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 interview results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION

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

Training: Each appointee will be required to successfully complete a one-year probationary period, during which time the appointee may be terminated.

SPECIAL ARRANGEMENTS

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.

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

1. Compulsory attendance before a public body;
2. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
3. Absence due to ordered military duty;
4. A clear error for which MTA New York City Transit is responsible; or
5. 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 one week of your scheduled test date.

CORRESPONDENCE

All correspondence, including the submission of your *Application*, must be sent to:

Bus Maintenance Supervisor (MTA Bus), Exam No. 8301
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 appointment, and may result in criminal prosecution.

MTA Bus Company 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, as described above.

NYC Transit Personnel Testing, Selection & Classifications Unit
Title Code: MTA04

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