



# Notice of Examination

Bus Maintenance Supervisor Exam No. 8303

**Application Deadline:**

March 27, 2018

**Type of Test:**

Multiple-Choice Test and  
Structured Interview

**Application Fee:** (Non-Refundable)

\$85.00

**Test Date:** (subject to change)

June 9<sup>th</sup> or 10<sup>th</sup>, 2018

## 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 experienced are: working outdoors in all weather conditions; 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).

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

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

## SALARY AND BENEFITS

The current minimum salary rate 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 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; 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 or not you meet the qualification requirements for this examination period prior to submitting your application. If you are found "Not Qualified," at the time of appointment, your application fee will not be refunded.

## 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.

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**REQUIREMENTS TO BE APPOINTED (continued):**

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.

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.

**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, 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 and alcohol test or had a refusal to the 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 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 or 3 train to the Hoyt Street Station.

**REQUIRED FORMS:**

1. **Application:** Make sure that you follow all instruction 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.

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**REQUIRED FORMS: (continued)**

- 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.

**HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE**

If you believe you meet the requirements in the "How to Qualify" section, you may apply by internet or mail. New York City Transit will **not** accept *Applications* in person.

**Online Applications:**

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. A confirmation number will appear on the same page after submitting your Application.
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee.
7. You will be sent a confirmation email after you submit payment for the application fee.

**Application by Mail must:**

1. Include all 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.

**The Money Order (Postal Money Order Preferred) must:**

1. Be made payable to MTA New York City 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*.

**HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER**

Applicants who wish to request a Fee Waiver must obtain an *Application* in person at the MTA New York City Transit Exam Information Center (as indicated below) and must submit the *Application* and required forms by mail **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

**ADMISSION LETTER**

You will receive an *Admission Letter* in the mail about 10 days before the date of the multiple choice test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, Mondays through Fridays, 9 AM to 3 PM. A paper copy of the *Admission Letter* is your ticket for admission to the test.

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## THE TEST

The examination 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 meet the education and experience requirements in the "How to Qualify" section above. 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, 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.

The qualifying structured interview may include questions on the ability to exercise effective supervisory methods and procedures in accordance with MTA rules, regulations, policies and procedures.

## 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 test 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 testing. 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, IDNYC 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.

## THE TEST RESULTS

If you pass the competitive multiple choice test, meet the education and experience requirements in the "How to Qualify" section above, and pass the qualifying 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 test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

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## SPECIAL ARRANGEMENTS

**Special Test Accommodations:** If you plan to request a special testing accommodation 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 scheduled test date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness where such applicant is an employee of any agency of the Metropolitan Transportation Authority (MTA) of New York State; or
3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA NYC 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, mail your request and your documentation of special circumstance to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or make the request within 60 days of restoration to your position after performing ordered military duty.

## CORRESPONDENCE SECTION

**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 promotion, 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](mailto: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.

**All changes to current MTA employees' contact information must also 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:

Bus Maintenance Supervisor, Exam No. 8303  
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.

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MTA Bus Co. 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.