



# Bus Company

## Notice of Examination

### Facilities Supervisor, Exam No. 0305

**Application Deadline:**

February 25, 2020

**Types of Tests:**

Structured Interview &  
Short-Answer

**Application Fee:**

\$88.00

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

Expected to begin on Tuesday,  
May 19, 2020

#### JOB DESCRIPTION

**Facilities Supervisors** supervise maintainers performing the installation, maintenance and repair of structural, electrical and mechanical equipment and systems. They supervise work in various construction/building trades, such as HVAC, plumbing, electrical, carpentry, masonry, painting and ironwork in bus depots and maintenance facilities. They plan work; use a computerized information system to access data; research technical problems; forecast material, tools and equipment requirements; keep records and write reports; and perform related work.

**Special Working Conditions:** Facilities Supervisors 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 minimum salary for Facilities Supervisor is \$36.76 per hour for a 40-hour work week increasing to \$41.78 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: February 5, 2020

## HOW TO QUALIFY

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

### Section A

- A1.** Five years of satisfactory full-time experience as a **journey-level mechanic** (i.e., fully trained, proficient, knowledgeable, experienced, and competent) performing electrical, HVAC or electro-mechanical work.

### Section B

- B1.** Three years of satisfactory full-time experience as a **journey-level mechanic** performing the work described in "A1" 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 electrical, HVAC, electro-mechanical or a closely related field for 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 the trades described in "II" above or a closely related field; or
  - IV. Graduation from an accredited college or university with an AAS degree or higher in one of the trades described in "II" above or a closely related field.

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

The 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).

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given structured interview before we determine if you meet the qualification requirements. 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 have either (A) a Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions that would prevent you from performing the duties of this title; or (B) 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 no disqualifying restrictions that would prevent you from performing the duties of this title.

**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.

**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.

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## REQUIREMENTS TO BE APPOINTED (Continued)

**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.

## HOW TO OBTAIN AN APPLICATION

During the application period, the application and other required forms for this examination will be attached to this Notice of Examination. Additional copies may be obtained during the application period at <http://mta.info/nyct/hr/appexam.htm>, or you may obtain a printed copy in person at the MTA Exam Information Center, as indicated below. Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

**MTA 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. The MTA Exam Information Center will be closed on Monday, February 17, 2020 in observance of Presidents' Day.

## 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 the cover 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. 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.

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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. MTA 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 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*.

### Cash and personal checks will **not** be accepted.

**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”) General 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 the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

## 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 Exam Information Center as indicated above and must submit the *Application* and required forms by mail to the address in the “Correspondence” section below **by the last day of the application period**.

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

## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of testing. If you do not receive an *Admission Letter* at least 4 days before this 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 test.

Applicants **must** keep their mailing address **up to date**. Please refer to the Correspondence section below for instructions on how to update your address and other contact information.

## THE TEST

The test will consist of two distinct components: a competitive structured interview and a qualifying short-answer test. The structured interview and short-answer test will be given in a single session on the same day. The score that is required to pass each component will be determined at a later date. Your score on the competitive structured interview will determine your place on the eligible list.

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## THE TEST (Continued)

The structured interview will be comprised of a knowledge-based part and a supervisory abilities assessment. The competitive knowledge-based part may include questions on the installation, troubleshooting, inspection, repair, testing and maintenance of facility equipment as it relates to the electrical, HVAC and plumbing trades, including tools and equipment used in these trades.

The qualifying supervisory abilities assessment 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
- **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

The qualifying short-answer test may include questions on the installation, troubleshooting, inspection, repair, testing and maintenance of facility equipment as it relates to the carpentry and iron work trades, including tools and equipment used in these trades.

You will be scheduled to take the tests on one of the dates as indicated in the above “Test Date” box. You will be randomly assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

## 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 **not** permitted. 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.

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## TEST ADMINISTRATION GUIDELINES (Continued)

**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, IDNYC, 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.

## THE TEST RESULTS

If you meet the education and experience requirements and pass the competitive structured interview and qualifying short-answer test, 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.

## ADDITIONAL INFORMATION

**Probationary Period:** You will be required to complete a one-year probationary period. If you do not successfully complete the probationary period, you may be terminated.

**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.

## 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 first scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the structured interview and short-answer test on the scheduled 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 the City;
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 where you are an officer or employee of the City;
4. Absence due to ordered military duty;
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test.

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## SPECIAL ARRANGEMENTS (Continued)

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 after performing ordered military duty.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or 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, you must:

1. Visit us at the MTA Exam Information Center; or
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update'; or
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 an MTA employee's 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:

Facilities Supervisor, Exam No. 0305  
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 is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm). They are also posted and copies are available in the MTA Exam Information Center, located at:

180 Livingston Street (Lobby), Brooklyn, NY 11201.

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

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit