



# Bus Company

## Notice of Examination

### Promotion to Bus Maintenance Supervisor, Exam No. 0405

**Application Deadline:**

February 25, 2020

**Types of Tests:**

Structured Interview & Essay

**Application Fee:**

\$88.00

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

Expected to begin on Monday,  
March 2, 2020

**Amended Notice:** This Notice of Examination was amended on January 30, 2020 with the following changes:

- The **Test Date** has changed from May 5, 2020 to March 2, 2020.
- The **Admission Letter** section now states that those who have applied for this exam and for Line Supervisor, Exam No. 0101 or 0200, who are deemed qualified, will only be scheduled for one test.
- **The Test** section now states that you must pass both parts of the structured interview: a knowledge-based component and a supervisory abilities assessment in order to be placed on the eligible list. Potential knowledge areas are now listed for your reference.

\* For further details on these changes, please refer to the sections stated above.

### 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.

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Filing Opened: January 8, 2020

**JOB DESCRIPTION (Continued)**

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 of the duties of this position.)

**SALARY**

The current minimum salary for Bus Maintenance 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.

**ELIGIBILITY TO TAKE EXAMINATION**

This examination is open to each employee of the MTA Bus Company who **on the first date of the structured interviews** is employed in the eligible title of Bus Maintainer (Chassis) and is not otherwise ineligible.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the *Application*. If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the tests before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded and you will **not** receive a score.

This examination is **not** open to employees of New York City Transit or MaBSTOA, or to employees of MTA agencies other than the MTA Bus Company.

**REQUIREMENTS TO BE PROMOTED**

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

**Driver License Requirement:** If you are considered for promotion to the title of Bus Maintenance Supervisor, you must meet the requirements in "1" or "2" below at the time of consideration for promotion:

1. A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions that would preclude the performance of the duties of this title; 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.

If you qualify under "2" above, your promotion will be 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. If you 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, your employment will be terminated or you will be returned to your previously held title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

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**REQUIREMENTS TO BE PROMOTED (Continued)**

The Class B Commercial Driver License (CDL) with a passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit 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.

**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.

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

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

If you believe you meet the requirements in the “Eligibility to Take Examination” section, submit an *Application* online by the last day of the application period unless you are requesting a fee waiver. Applicants who wish to request a fee waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below. MTA New York City Transit will **not** accept *Applications* in person.

**Online Applications:**

1. If you are an active MTA employee, apply using the “BSC” employee portal at [www.mymta.info](http://www.mymta.info) by the last day of the application period (non-active MTA employees must email us by the last day of the application at [examsunit@nyct.com](mailto:examsunit@nyct.com) for application instructions). Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.
2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements. 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.

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## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

**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 below and must submit the *Application* 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 requesting an application fee waiver is available with the *Application*.

**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 G train to the Hoyt Street Station. The MTA Exam Information Center will be closed on February 17, 2020 in observance of Presidents’ Day.

## 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.

Candidates who have also applied for MaBSTOA Line Supervisor, Exam No. 0101 or 0200, and are deemed qualified will be scheduled for one test (see The Test section below) for both the Line Supervisor title and the Bus Maintenance Supervisor title. Candidates who receive a passing score on all components of the test will be placed on eligible lists for both the Line Supervisor and Bus Maintenance Supervisor titles.

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

You will be given a qualifying essay test and competitive structured interview. The qualifying essay test and competitive structured interview will be given in a single session on the same day. The competitive structured interview is comprised of two parts: a knowledge-based component and a supervisory abilities assessment. A score of 70% is required to pass both parts and the qualifying essay test.

The qualifying essay test 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 a passing score on the structured interview test may have their qualifying essay test rated.

The knowledge-based component of 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; the ability to follow rules and regulations, and 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.

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The supervisory abilities assessment of the 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.

Your scores on both parts of the competitive structured interview will be combined to determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive structured interview and the qualifying essay test 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. 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.

You will be scheduled to take the tests on a date 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.

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.

**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. (Continued)

**Proof of Identity:** You must present your MTA employee ID when you arrive to take the test.

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## THE TEST RESULTS

If you pass the qualifying essay test and competitive structured interview and are marked eligible, 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 promotion when your name is reached on the eligible list.

## 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 date of the structured interviews

**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 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.

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 60 days of restoration to your position after performing ordered 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.

## CORRESPONDENCE

**Change of Contact Information:** You must keep your employee contact information (telephone number, mailing address and email address) current with **both MTA New York City Transit and the MTA Business Service Center (BSC).**

**To update your contact information with the MTA New York City Transit, you must do one of the following:**

1. Visit us at the MTA Exam Information Center;
2. Send an e-mail to [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.

**To update your contact information with the MTA Business Service Center (BSC),** you must visit [www.mymta.info](http://www.mymta.info) and select the "My Personal Information" tab.

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## **CORRESPONDENCE (Continued)**

Failure to keep your employee contact information current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**, will prevent you from receiving important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline.

All other correspondence must be sent to the following address:

Promotion to Bus Maintenance Supervisor, Exam No. 0405  
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.

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MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and copies are available in the MTA Exam Information Center, 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  
Title Code: MTA04

**Filing Opened:** February 5, 2020