



Notice of Examination

Promotion to Maintenance Supervisor (Car Equipment), Exam No. 8720

Amended Notice – June 20, 2018

Application Deadline:

May 22, 2018

Type of Tests:

- Competitive Multiple-Choice
- Qualifying Essay
- Qualifying Supervisory Abilities Assessment

Application Fee:

\$91.00

Test Date: (subject to change)

Saturday, October 13th, 2018 or

Sunday, October 14th, 2018

Amended Notice: This Notice of Examination is amended on June 20, 2018 to update the **JOB DESCRIPTION** section.

JOB DESCRIPTION

Maintenance Supervisors (Car Equipment) under general supervision, plan, coordinate, organize and control the work of their assigned employees; ensure compliance with rules and regulations, work orders and safety requirements; and are responsible for ensuring that the quality and quantity of the work conforms to prescribed standards. They supervise employees who maintain, inspect, test, examine, lubricate, paint, troubleshoot and make repairs and adjustments on any part of MTA New York City Transit's multiple-unit subway cars and subway service cars in the car shops, terminals, yards and on the road. At Assignment Level 1, Maintenance Supervisors (Car Equipment) supervise employees engaged in the maintenance inspection, testing, examination, troubleshooting, fabrication, overhaul and repair of subway car electrical, electronic, mechanical and pneumatic equipment, subway car doors, truck equipment, electrical and pneumatic brake equipment, subway car bodies and associated components, air conditioning and heating equipment and, electrical and electronic control and motor equipment. Maintenance Supervisors (Car Equipment) supervise employees who maintain and repair shop equipment such as car washers, part washers and overhead cranes; operate and maintain lifting, moving, towing and carrying equipment associated with the placement and removal of subway cars and subway car parts; respond to trains in customer service with defects or that were involved in major incidents; supervise employees performing the cleaning of subway cars and facilities in shops, yards and terminals; keep written and computerized records; prepare reports; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Maintenance Supervisors (Car Equipment) are: working outdoors in all weather conditions; walking along subway tracks, stepping over rails (including live third rails); climbing and walking on elevated structures; climbing in and out of maintenance pits; crouching under subway cars in maintenance pits; standing and/or walking for extending periods of time; making tactile and visual inspections of equipment; distinguishing colors; reading gauges and prints; and hearing warnings (bell, whistle, and vocal).

Special Working Conditions: Maintenance Supervisors (Car Equipment) are required to provide coverage 24 hours a day, 7 days a week and 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 a Maintenance Supervisor (Car Equipment) is \$80,861 per annum for a 40-hour work week. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of MTA New York City Transit.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: May 2, 2018

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the date of the multiple-choice test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Car Inspector, Road Car Inspector, Car Maintainer-Group B, or Car Maintainer-Group C, or in the title of Electronic Equipment Maintainer working in the Car Maintenance Division; and
2. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 test 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 MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

REQUIREMENTS TO BE PROMOTED

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible title of Car Inspector, Road Car Inspector, Car Maintainer Group-B, Car Maintainer Group-C or in the title of Electronic Equipment Maintainer working in the Car Maintenance Division. You must also be permanently employed in an eligible title or your name must appear on a "Preferred List" for that eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

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

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the eligibility requirements, by the last day of the application period submit an *Application* online 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. *Applications* will **not** be accepted in person.

Online Applications:

1. Apply using the "BSC" employee portal at: www.mymta.info by the last day of the application period.
2. You must pay the *Application* fee via payroll deduction. Applicants who request a fee waiver **must** apply by mail.
3. You will be sent a confirmation email after you complete your *Application* and pay the *Application* fee.

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

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.

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 this 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 New York City Transit Exam Information Center as indicated below 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**.

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HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER (Continued)

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 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 G trains to the Hoyt Street Station.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the date of the 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 (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 three distinct components; a competitive multiple-choice examination, a qualifying essay test and a qualifying supervisory abilities assessment. All three components of the test will be given in a single session on the same day. A score of at least 70% is required to pass each test. Your score on the competitive multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%.

You must pass the competitive multiple-choice test and both the qualifying essay test and qualifying supervisory abilities assessment to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the date of the test up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of the application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The competitive multiple-choice test may include questions on the following knowledge areas:

Inspection, troubleshooting, maintenance and repair procedures of: shop equipment; electrical equipment; electronic equipment; mechanical equipment; pneumatic equipment; truck equipment; truck brake rigging; brake equipment; subway car bodies and components; climate control systems such as air conditioning and heating equipment; subway car wheels and axles; subway car door systems; electrical and electronic control and motor equipment on subway cars.

Road inspection procedures and equipment;

Safe work procedures including shop and yard safety procedures and lockout/tagout procedures;

MTA New York City Transit rules, regulations and policies;

MTA New York City Transit track safety procedures; and

Reading and understanding schematics and prints.

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THE TEST (Continued)

The qualifying supervisory abilities assessment may include questions that assess the following abilities:

Planning and Organizing - Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources (including the ability to multitask).

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.

Sensitivity - Actions that indicate a consideration for the feelings and needs of others.

Analysis - Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment - Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness - Readiness to make decisions, render judgments, take action, or commit oneself.

Behavioral Flexibility - Modifying one's approach to most effectively meet the needs of the situation.

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 competitive multiple-choice test will have their qualifying essay test rated.

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.

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.

Proof of Identity: You must present your MTA New York City Transit employee Identification Card when you arrive to take the test.

THE TEST RESULTS

If you pass the competitive multiple-choice test, qualifying essay test and qualifying supervisory abilities assessment 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 date of the multiple-choice test.

Make-Up Test: You may apply for a make-up test if you cannot take the multiple-choice 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 following 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: 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. **All changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at www.mymta.info.**

All other correspondence must be sent to the following address:

Promotion to Maintenance Supervisor (Car Equipment), Exam # 8720
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.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 91875; The Rapid Transit Railroad Service; Group 2- Per Annum Positions