



New York City Transit

Notice of Examination

Promotion to Maintenance Supervisor (Surface), Exam No. 1706

Application Deadline:

March 23, 2021

Types of Tests:

Multiple-Choice Test, Structured
Interview and Essay Test

Application Fee:

\$88.00

Test Date: (subject to change)

Expected to begin on May 24, 2021

JOB DESCRIPTION

Maintenance Supervisors (Surface) at Assignment Level I, supervise Maintainers and Helpers, who maintain, install, inspect, test, alter, and repair buses and other automotive vehicles and related bus shop equipment. They also supervise Cleaners, who clean, sweep, and wash buses, depots, and other facilities. They plan work and monitor production levels and trends; provide technical direction to maintenance employees; use a computerized information system to access information; perform safety assessments and quality audits; research technical and material availability problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports; operate buses for testing, evaluation or instructional purposes and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Surface) and environmental conditions they experience are: working outdoors in all weather conditions; walking in bus garages; climbing and walking on fuel, oil and gasoline trucks; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; and hearing and responding to bell, whistle and vocal warnings.

Special Working Conditions: Maintenance Supervisors (Surface) 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.)

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Application Period Opened: March 3, 2021

SALARY

The current minimum salary for Maintenance Supervisor (Surface) in the bargaining unit represented by the Transit Supervisors Organization, Transport Workers Union, Local 106 (Queens Supervisory Unit) is \$75,710 per annum increasing to \$94,638 per annum in the sixth year of service. The current minimum salary for Maintenance Supervisor (Surface) in the bargaining unit represented by the Subway-Surface Supervisors Association is \$79,543 per annum increasing to \$99,429 per annum in the sixth year of service. These rates are 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. MTA New York City Transit will determine the bargaining unit to which newly promoted Maintenance Supervisors (Surface) will be assigned.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the first date of the Multiple-Choice Test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the titles of Bus Maintainer - Group A, Bus Maintainer - Group B, or Mechanical Maintainer - Group C; 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 multiple-choice 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 one of the eligible titles indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in one of those titles or your name must appear on a Preferred List for one of those titles. Additionally, you must have served permanently in an eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

Driver License Requirement: At the time of promotion, you must have a motor vehicle driver license valid in the State of New York. If you have serious moving violations, a license suspension or an accident record, you may be disqualified. You must possess or you must obtain a Class B Commercial Driver License (CDL), valid in the state of New York with a passenger endorsement, to satisfactorily complete the probationary period. The Class B CDL with a passenger endorsement may **not** have **any** restrictions which would preclude the performance of the duties of a Maintenance Supervisor (Surface) and must be maintained for the duration of your employment in the title.

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REQUIREMENTS TO BE PROMOTED (Continued)

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.

HOW TO SUBMIT AN APPLICATION

If you believe you meet the requirements in the “Eligibility to Take Examination” section, you may submit an application during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the “Special Arrangements” section below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the “BSC” employee portal at www.mymta.info by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at 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 the latest version of 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.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

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ADMISSION LETTER

An Admission Letter will be mailed to you about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Letter at least 4 days before this date, you must email a request for a duplicate Admission Letter to examsunit@nyct.com. 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

You will be given a multiple-choice test and an essay test. You will also be given a competitive structured interview. A score of at least 70% is required to pass the qualifying test and the structured interview. The multiple-choice test and essay test will be given in the same session. Some questions on the tests will be administered for research purposes only to determine their viability for future tests. You may be given the structured interview before your qualifying test is rated. Your structured interview will be rated only if you receive a passing score on the qualifying test.

The competitive structured interview will consist of a technical knowledge-based section and a supervisory abilities section. Your score on each section will comprise of 50% of your structured interview score. A score of at least 70% is required on each section to receive a passing score. If you receive a passing score on the technical knowledge-based section and the supervisory abilities section, your percentage score from each section will be averaged together to determine your structured interview score.

You will be 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.

Your score on the competitive structured interview will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the qualifying test and the competitive structured interview 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 the competitive class titles. Your service will be credited through the first date of the multiple-choice 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 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 multiple-choice test may include questions on the following knowledge areas: the installation, troubleshooting, inspection, repair, testing, and maintenance of automotive/bus equipment, including tools and equipment used in basic 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; Job-related mathematical calculations and other related areas.

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THE TEST (Continued)

The competitive structured interview may also include questions that assess the following knowledge areas and abilities:

Knowledge-Based Section

- Knowledge of how to install, inspect, repair, test and maintain basic and advanced automotive/bus components and systems, including knowledge of tools and equipment used in automotive/bus maintenance
- Safe and efficient work practices, rules and regulations
- Reading and interpreting technical drawings, wiring diagrams and schematics

Supervisory Abilities Section

- **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
- **Judgment** – 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
- **Cost Consciousness** - Possessing a consistent awareness of cost control throughout the planning and execution phases of all work processes. Utilizing business knowledge, qualitative or quantitative data and good judgement to determine the most cost-effective means to produce or obtain a desired business outcome. This includes the ability to make decisions utilizing appropriate cost controlling methods and techniques that will produce cost savings and the most desirable financial outcome for the organization

The essay test will require candidates to write one or more reports based on information provided on the day of the multiple-choice test. Candidates will be evaluated on their ability to write concisely, comprehensively, and clearly using good grammatical form.

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.

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TEST ADMINISTRATION GUIDELINES (Continued)

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your admission letter.

You may not have any other person, including children, present with you while you are being processed for or taking any of the tests and no one may wait for you inside of the test site while you are taking a 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 ID when you arrive to take the test.

THE TEST RESULTS

If you pass the competitive structure interview test and qualifying test 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. The test that is administered for research purposes will not be considered to determine your test scores. 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.

ADDITIONAL INFORMATION

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination or being returned to your previously held permanent title.

SPECIAL ARRANGEMENTS

Late Applications: Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting 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 closed, but before the first test date of the multiple-choice test and essay test.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice, essay and/or competitive structured interview test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or

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SPECIAL ARRANGEMENTS (Continued)

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; or
4. Absence due to ordered military duty; or
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, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the "Correspondence" section below as soon as possible.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., 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 from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may email us at examsunit@nyct.com with the subject "Contact Info Update," or you may mail your request to the address at the end of this section. 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. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include "Promotion to Maintenance Supervisor (Surface), Exam No. 1706" in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Maintenance Supervisor (Surface), Exam No. 1706
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