

# Notice of Examination

## Promotion to Maintenance Supervisor, (Structures - Group C), Exam No. 8706

**Application Deadline:**  
October 24, 2017

**Types of Tests:**  
Essay & Short-Answer Essay

**Application Fee:**  
\$85.00

**Test Date:** (subject to change)  
Saturday, January 27, 2018 or  
Sunday, January 28, 2018

### JOB DESCRIPTION

At Assignment Level I, Maintenance Supervisors (Structures - Group C) supervise assigned maintainers and helpers performing the structural and ornamental ironwork required to maintain, alter and repair subway, surface, and elevated structures, including rigging, shoring and welding, in connection with columns, girders, stairways, gratings and station controls; supervise other related structural work when necessary; keep records; prepare reports; if assigned, perform inspection work on new equipment and materials at manufacturing plants; drive vehicles; and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Structures - Group C) and environmental conditions experienced are: working on elevated structures, in confined spaces, and near tracks where live high voltage equipment is present; walking along track ways in dimly lit areas; hearing and responding to warning whistles and sounds of oncoming trains; and working outdoors in all kinds of weather.

**Special Working Conditions:** Maintenance Supervisor, Structures (Group C) 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 (Structures - Group C) is \$74,407 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.

### ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the date of the Short-Answer Essay and Essay tests:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Structure 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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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, MTA Bus, SIRTOA, or to employees of any MTA agencies other than MTA New York City Transit.

## 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, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

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

**License Requirement:** At the time of promotion, you must have a Motor Vehicle Driver License that is valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of a Maintenance Supervisor (Structures - Group C). If you have serious moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in the title.

## 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.

**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") 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 Exam Regulations.

### Online Applications:

1. Apply using the "BSC" employee portal at [www.mymta.info](http://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 given a confirmation number after you submit your *Application* and pay the application fee.

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.

## 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**.

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.

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**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 train to the Hoyt Street Station.

## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the Essay and Short-Answer Essay tests. 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.

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 a Competitive Short-Answer Essay test. A score of at least 70% is required to pass each test. Your score on the competitive short-answer essay test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the essay and short-answer essay tests 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 essay and short-answer essay tests, 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 **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 qualifying essay test will have their competitive short-answer essay test rated.

The **Competitive Short-Answer Essay** test will require candidates to describe in detail: procedures related to the maintenance, installation, repair, alteration, and inspection of structural and ornamental ironwork components; MTA New York City Transit rules and regulations pertaining to general supervision and safety; safe work practices and procedures; reading and interpreting specifications and drawings; making computations; taking measurements; rigging; flagging; setting up work zones; and other related areas.

Only those candidates who achieve a passing score on the qualifying essay test will have their competitive short-answer 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.

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**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 employee ID when you arrive to take the test.

## THE TEST RESULTS

If you pass the competitive short-answer essay test and the qualifying essay 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. 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 essay and short-answer essay tests.

**Make-Up Test:** You may apply for a make-up test if you cannot take the tests 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 MTA New York City Transit
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;
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 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 first 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 promotion, 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 <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Promotion to Maintenance Supervisor, Structures (Group C) Exam No. 8706  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

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## **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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The General Examination Regulations of the Department of Citywide Administrative Services 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. 91888; The Rapid Transit Railroad Service; Group II - Per Annum Positions

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