



Notice of Examination

Promotion to Maintenance Supervisor (Structures - Group H), Exam # 8708

Application Deadline:

September 26, 2017

Types of Tests:

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

Application Fee:

\$85.00

Test Date: (subject to change)

Saturday, January 27, 2018 or

Sunday, January 28, 2018

JOB DESCRIPTION

Maintenance Supervisors (Structures - Group H) supervise employees performing the maintenance, alteration, installation, inspection, testing and repair of heating and air-conditioning equipment; supervise other related structural work when necessary; operate a motor vehicle; keep records; prepare reports; perform inspection work on new equipment and materials at manufacturing plants; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Maintenance Supervisors (Structures - Group H) are loading and driving light utility trucks; lifting overhead and carrying heavy tools and equipment; climbing and descending ladders at various heights; crouching to reach equipment being repaired; making visual inspections of equipment; distinguishing colored wiring; and reading blueprints and schematics.

Special Working Conditions: Maintenance Supervisors (Structures – Group H) 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 Maintenance Supervisor (Structures – Group H) is \$74,407 per annum. 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 THE 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 Transit Electro-Mechanical Maintainer in the heating and air conditioning subdivision; 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.)

(Continued)

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ELIGIBILITY TO TAKE THE EXAMINATION (Continued)

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, MTA Bus Company, or to employees of any MTA agency 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 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.

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

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 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 this 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 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.

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* 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 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.

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ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the date of the multiple-choice test, 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

The test will consist of three distinct components: a competitive multiple-choice test, 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 supervisory abilities assessment to have your seniority credited. Your seniority score will be 70 plus $\frac{1}{2}$ 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 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 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:

- Knowledge of maintenance, installation, troubleshooting, repair, alteration and inspection of the heating systems of MTA New York City Transit structures and facilities
- Knowledge of maintenance, installation, troubleshooting, repair, alteration and inspection of the air conditioning and ventilation systems of MTA New York City Transit structures and facilities
- Knowledge of MTA New York City Transit rules and regulations as they pertain to the Department of Subways
- Knowledge of proper safety procedures and precautions including the Lockout/Tagout Procedures
- Knowledge of interpreting blueprints, sketches, and specifications and making appropriate measurements
- Knowledge of job-related formulas and computations

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
- **Delegation** - Utilizing employees effectively; allocating decision making and other responsibilities to the appropriate subordinates

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THE TEST (Continued)

- **Development of Employees** - Developing the skills and competencies of employees through training and development activities related to current and future jobs; providing ongoing feedback and opportunities to learn through formal and informal methods
- **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
- **Administration and Management** - Planning, coordinating, and executing business functions, allocating resources, and producing a final work product
- **Conflict Management** - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact

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 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 date 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 ID when you arrive to take the tests.

THE TEST RESULTS

If you pass the multiple-choice test, qualifying essay test and the 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.

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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 multiple-choice test.

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 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 - H), Exam No. 8708
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.

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

The MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 91892; The Rapid Transit Railroad Service; Group II – Per Annum Positions

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