



**MaBSTOA**

*Manhattan and Bronx Surface Transit Operating Authority*

# Notice of Examination

## Promotion to Line Supervisor (Surface), Exam No. 8205

**Application Deadline:**

February 27, 2018

**Types of Tests:**

Multiple-Choice and Structured Interview

**Application Fee:**

\$88.00

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

Saturday, May 19, 2018 or  
Sunday, May 20, 2018

### JOB DESCRIPTION

Line Supervisors (Surface) supervise Maintainers, Helpers and Apprentices who maintain, install, inspect, test, alter, and repair buses and other automotive vehicles and related bus shop equipment. 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. They may operate a bus for testing, evaluation or instructional purposes; and perform related work.

Some of the physical activities performed by Line Supervisors (Surface) and environmental conditions experienced are: working outdoors in all weather conditions; walking in and around 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 bell, whistle and vocal warnings.

**Special Working Conditions:** Line 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.)

### SALARY AND BENEFITS

The current rate for Line Supervisor (Surface) is \$76,505 per annum increasing to \$94,638 per annum beginning in the sixth year of service. These rates are subject to change.

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**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: February 7, 2018

## ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MaBSTOA who on the date of the multiple-choice test:

1. Is employed in the title of Bus Maintainer – Chassis, Plant and Equipment Maintainer, Bus Maintainer – Body, Electronic Equipment Maintainer, Revenue Equipment Maintainer, or Stock Worker; and
2. Is not otherwise ineligible.

If you do not know if you are eligible, check with **your department's Human Resources representative**.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. 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 New York City Transit, MTA Bus Company or to employees of any MTA agency other than MaBSTOA.

## REQUIREMENTS TO BE PROMOTED

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

### Driver License Requirement:

1. A Class B Commercial Driver License, (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

Candidates who qualify under (2) above will be promoted 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 operations.

Candidates who fail to successfully complete the special training course in bus operations, including the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, will be terminated.

If you have serious moving violations, license suspension or an accident record you may be disqualified. The Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions must be maintained for the duration of employment. All applicants for this examination must provide proof of residence in the state for which the license and/or permit was issued.

**Pre-promotional Evaluation:** All promotions are subject to pre-promotional evaluations.

**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) process required by federal law in order to be promoted to this safety-sensitive position.

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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 the G train to the Hoyt Street Station. **The MTA New York City Transit Exam Information Center will be closed on Presidents' Day, Monday, February 19, 2018.**

## 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.

### 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.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

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

## 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*.

## ADMISSION LETTER

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

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Filing Opened: January 3, 2018

## THE TEST

The assessment will consist of two distinct components; a competitive multiple-choice test and a qualifying structured interview. The competitive multiple-choice test will be given on one of the dates that are stated on the first page. The qualifying structured interview will be given at a later date to candidates who have passed the competitive multiple-choice test and are deemed to meet the eligibility requirements. A score of at least 70% is required to pass each component.

The competitive multiple choice test may include questions on the installation, troubleshooting, inspection, repair, testing and maintenance of automotive/bus equipment, including tools and equipment used in automotive/bus maintenance; safe and efficient work practices and procedures; reading and interpreting technical drawings, wiring diagrams and schematics; job related mathematical calculations; and other related areas.

The qualifying 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.

## 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. 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.

**Proof of Identity:** You must present your employee ID when you arrive to take the multiple-choice test and when you arrive for the qualifying structured interview.

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Filing Opened: January 3, 2018

**TEST ADMINISTRATION GUIDELINES (Continued)**

**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.

**THE TEST RESULTS**

If you pass the competitive multiple-choice test, are marked eligible, and pass the qualifying structured interview, your name will be placed in final score 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. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

**ADDITIONAL INFORMATION**

You are required to successfully complete a one-year probationary period. If you do not successfully complete the probationary period, you may be returned to your previous title.

**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 day 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 MaBSTOA;
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 MaBSTOA 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 scheduled test date.

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Filing Opened: January 3, 2018

## 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. To update your contact information with MTA New York City Transit you may:

1. Visit us at the MTA New York City Transit Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update';
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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.

**All changes to current MTA employees' contact information must also 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:

Line Supervisor (Surface) Exam No. 8205  
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.

MaBSTOA is an Equal Opportunity Employer and welcomes applications from all qualified persons. The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and for seniority ratings, as described above.

NYCT/MaBSTOA/ MTA Personnel Testing, Selection & Classifications Unit  
Title Code No. M9001

**Filing Opened:** February 7, 2018