

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Promotion to Maintenance Supervisor (Revenue)

Exam # 7205

Application Deadline

January 24, 2017

Type of Test:

Multiple-Choice

Application Fee:

\$91.00

Test Date: (subject to change)

June 17 or 18, 2017

JOB DESCRIPTION:

Maintenance Supervisors (Revenue) perform work of varying degrees of difficulty and responsibility supervising employees involved in the inspection, maintenance, testing, repair and installation of electro-mechanical revenue equipment, such as bus fareboxes and automated fare collection equipment; drive motor vehicles and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Revenue) and environmental conditions experienced are: climbing ladders to assist maintainers in the troubleshooting of coin retrieving machines; responding to sounds from warning bells, horns and vehicle movement; distinguishing colors when assisting maintainers working on complex electronic equipment; and working outdoors in all weather conditions.

Special Working Conditions: Maintenance Supervisors (Revenue) 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 appointment rate is \$82,830 per annum. This rate is subject to change.

ELIGIBILITY:

This examination is open to each MaBSTOA employee who on the date of the multiple choice and essays tests

1. is employed as a Revenue Equipment Maintainer (MaBSTOA) or as a Coin Retriever Technician (MaBSTOA); and
2. Is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: January 6, 2017

ELIGIBILITY: (Continued)

If you do not know if you are eligible, check with **your department's Human Resource Representative**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. 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 or to employees of other MTA agencies.

REQUIREMENTS TO BE PROMOTED:

Probationary Period: To be promoted from the eligible list resulting from this examination, you must have completed your probationary period in eligible title as indicated in the "Eligible to Take Examination" section above.

Driver License Requirement: At the time of promotion you must possess: A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no restrictions. This CDL license must be maintained for the duration of your employment. If you have serious moving violations, a license suspension or an accident record you may be disqualified.

Drug Screening Requirement: You must pass a drug screening to be appointed.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE:

You must apply online for this examination **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.mtymta.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 authorize the payroll deduction.

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 or 3 train to the Hoyt Street Station.

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 multiple-choice test 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 multiple-choice test. A score of at least 70 is required to pass this test. Your score on this test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service with MaBSTOA. Your service will be credited through the date of the test, up to minimum of 10 years. Partial seniority credit will be given for each day of eligible service. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection & Classification Unit.

The written multiple-choice test may include questions on: the ability to exercise supervision and to apply supervisory methods and practices in accordance with the Authority rules and regulations; the repair, maintenance, inspection, and construction of various plant and equipment and structures used in MaBSTOA depots and other facilities with emphasis on the carpentry, electrical, masonry, plumbing, heating, ventilation, air conditioning and mechanical trades; safe work practices, including basic first aid; interpreting drawings and making relevant shop or trade mathematical calculations; keeping records and preparing required reports; and other related areas.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, 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**. 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.

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.

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 multiple-choice 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 and will be considered for promotion when your name is reached on the eligible list. All promotions are subject to pre-promotion evaluations.

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 test.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness;
3. Absence for one week following the death of 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 NYC 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 no later than one week prior to your scheduled test date or make the request within 90 days following termination of your military duty.

CORRESPONDENCE SECTION:

Change of Contact Information: It is critical that you keep your employee contact information (telephone number, mailing address and/or email address) current with MTA New York NYC Transit. 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 should be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.

CORRESPONDENCE SECTION: (Continued)

All other correspondence must be sent to the following address:

**Promotion to Maintenance Supervisor (Revenue), Exam No. 7205
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 appointment, 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, AS DESCRIBED ABOVE.

NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATION UNIT

Title Code: M91901

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