



# Notice of Examination

## Promotion to Bus Maintenance Supervisor, Exam # 8401

**Application Deadline**

August 27, 2017

**Type of Assessment:**

Structured Interview

**Application Fee:**

(Non-Refundable)

\$85.00

**Assessment Dates:**

(subject to change)

The week of November 13, 2017

### ELIGIBILITY TO TAKE THE EXAMINATION

You **MUST** be employed as a **Bus Maintainer (Chassis), MTA Bus Company** on the date of the interview and not be otherwise ineligible.

**You are NOT eligible to take this examination if you are an employee of New York City Transit, MaBSTOA or any other MTA agency other than MTA Bus Company.**

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. If you are marked "Not Eligible," your application fee will **not** be refunded and you will **not** receive a score. You may be given the interview before we verify your eligibility.

### SALARY

The current minimum salary is \$34.7377 per hour for a 40-hour week. This rate is subject to change.

### JOB DESCRIPTION

**Bus Maintenance Supervisors** supervise Bus Maintainers (Chassis) and other maintenance and transportation titles performing the maintenance, installation, inspection, testing, alteration, shifting, and repair of buses and other automotive vehicles, and related bus shop equipment; plan work and monitor production levels and trends; use a computerized information system to access data; perform safety assessments and quality audits; perform diagnoses and troubleshooting of bus systems; research technical problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports; operate a bus for testing, evaluation or instructional purposes; and perform related work.

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

**Special Working Conditions:** Bus Maintenance Supervisors may be expected to work various shifts, including nights, Saturdays, Sundays, and holidays. (This brief description does not include all of the duties of this position.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Filing Opened: August 7, 2017**

## REQUIREMENTS TO BE PROMOTED

**Probation Completion:** To be promoted from the eligible list resulting from this examination, you must have completed your probationary period in the eligible title as indicated in the “Eligibility to Take Examination” section above. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

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

**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.

## REQUIRED FORM(S)

**Application:** Make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.

## 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.

### 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 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 Exam Information Center (as indicated below) and must submit the *Application* by mail **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 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.

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## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the structured interview. If you do not receive an *Admission Letter* at least 4 days before the structured interview date, you may obtain a duplicate letter at the MTA Exam Information Center located in the lobby at 180 Livingston Street, Brooklyn, NY. A paper copy of the *Admission Letter* is your ticket for admission to the interview.

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 INTERVIEW

You will be given a structured interview. A score of at least 70 is required to pass this interview. Your score on this interview will determine 85% of your total score. Your seniority will determine the remaining 15%. You must pass the structured interview to have your seniority credited. Your seniority will be 70 plus 3 points for each year of service in MTA Bus Company up to a maximum total of 100 for 10 or more years of service. Partial credit for seniority is given for each day served as an MTA Bus Company employee. Once all final scores have been determined, candidates will be placed on an eligible list in rank-score order. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection, and Classification Unit.

The structured interview may include questions on the installation, troubleshooting, inspection, repair, and maintenance of automotive/bus equipment, including tools and equipment used in 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; and other related areas.

**Note:** You are not permitted to enter the interview 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. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your interview score may be nullified, you may not receive your interview results, and your application fee will not be returned.

You must leave the interview site once you finish the interview. If you disregard this instruction and re-enter the interview site, your interview score may be nullified, you may not receive your interview results, and your application fee will not be returned.

### PROOF OF IDENTIFICATION

You must present your employee ID when you arrive to take the structured interview.

## THE INTERVIEW RESULTS

If you pass the structured interview 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 interview 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

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 former title at the discretion of the MTA Bus Company.

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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 interview.

**Special Interview Accommodations:** If you plan to request special accommodations due to disability or an alternate interview 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 interview date.

**Make-up Interview:** You may apply for a make-up interview if you cannot take the interview on the regular interview 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 a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty; or
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 interview, 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 a request within 90 days following termination of your military duty.

## CORRESPONDENCE SECTION

**Change of Contact Information:** All changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at [www.mymta.info](http://www.mymta.info).

All correspondence must be sent to the following address:

Bus Maintenance Supervisor, MTA Bus Company, Exam No. 8401  
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.