



# Notice of Examination

## Promotion to Bus Maintenance Supervisor Exam No. 8403

**Application Deadline:**

April 24, 2018

**Type of Test:**

Multiple Choice Test and  
Structured Interview

**Application Fee:** (Non-Refundable)

\$85.00

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

June 9 or 10, 2018

### 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 experienced are: working outdoors in all weather conditions; 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).

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**Special Working Conditions:** Bus Maintenance Supervisors may be expected to work various shifts, including nights, Saturdays, Sundays, and holidays.

### SALARY AND BENEFITS

The current minimum salary rate is \$34.7377 per hour for a 40-hour week, increasing to \$38.5975 after 36 months. This rate is subject to change. The benefits of this position include, but are not limited to, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: April 4, 2018

**ELIGIBILITY TO TAKE THE EXAMINATION:**

**Education and Experience Requirements:** This examination is open to each MTA Bus Company employee who **on the first date of the multiple choice test:**

1. is employed in the title of Bus Maintainer (Chassis), MTA Bus Company
2. is not otherwise ineligible

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 New York City Transit, MaBSTOA, or any other MTA agency other than MTA Bus Company.

**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 either:

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 Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

All applicants for this examination must provide proof of residence in the State for which the license and/or permit was issued. Candidates who qualify under (2) above will be appointed 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 operation. Candidates who fail to successfully complete the special training course in bus operation, 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, a 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.

**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 and alcohol test or had a refusal to the 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: April 4, 2018

## HOW TO OBTAIN AN APPLICATION:

During the application period, you may obtain an Application for this examination online at <http://mta.info/nyc/hr/appexam.htm> or in person at the MTA NYC Transit Exam Information Center as indicated below.

**MTA NYC 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.

## REQUIRED FORMS:

1. **Application:** Make sure that you follow all instruction 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

If you believe you meet the eligibility requirements, 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](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 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

You will receive an *Admission Letter* in the mail about 10 days before the start date of the multiple choice test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA Exam Information Center located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, Mondays through Fridays, 9 AM to 3 PM. A paper copy of the *Admission Letter* is your ticket for admission to the test.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: April 4, 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. 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 each component to have your seniority credited.

The competitive multiple-choice test 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.

The qualifying structured interview may include questions on the ability to exercise effective supervisory methods and procedures in accordance with MTA rules, regulations, policies and procedures.

## 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 date recording capabilities such as planners, organizers, etc. are prohibited. If you do bring 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.

**PROOF OF IDENTIFICATION:** You must present your employee ID when you arrive to take the multiple-choice test and when you arrive for the structured interview.

**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.

## 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 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 appointment when your name is reached on the eligible list.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: April 4, 2018

## SPECIAL ARRANGEMENTS

**Late Filing:** Consult your department's Human Resources representative to determine the procedure for filing a late application if you meet 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.

**Special Accommodations:** If you plan to request a special testing accommodation 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.

## SPECIAL ARRANGEMENTS (continued)

### 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; or
2. On-the-job injury or illness where such applicant is an employee of any agency of the Metropolitan Transportation Authority (MTA) of New York State; or
3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner; or
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 test, mail your request and your documentation of special circumstance 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.

## CORRESPONDENCE SECTION

**Change of Contact Information:** You are responsible for keeping your address up to date. Only the address on file with New York City Transit/MaBSTOA/MTA Bus will be used to mail correspondence. 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 Bus Maintenance Supervisor, Exam No. 8403  
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.

---

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted online at [http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_a\\_dcas\\_general\\_exam\\_regs.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_a_dcas_general_exam_regs.pdf) and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA Bus Co. 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.