



Bus Company

Notice of Examination

Promotion to Bus Maintenance Supervisor

Exam No. 9408

Application Deadline:

February 26, 2019

Type of Tests:

Structured Interview & Essay

Application Fee:

\$85.00

Test Date: (subject to change)

Expected to begin on
Monday, March 4, 2019

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 (bells, whistle and vocal).

Special Working Conditions: Bus Maintenance Supervisors 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.)

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SALARY

The current minimum salary for Bus Maintenance Supervisor is \$34.7377 per hour for a 40-hour work week increasing to \$38.5975 beginning in the fourth year of service. These rates are 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.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA Bus Company who **on the first date of the structured interviews:**

1. is employed in the eligible title of Bus Maintainer (Chassis), MTA Bus Company; and
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 or MaBSTOA, or to employees of MTA agencies other than MTA Bus Company.

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 that title or your name must appear on a Preferred List for the 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: If you are considered for promotion to the title of Bus Maintenance Supervisor, you must meet the requirements in "1" or "2" below at the time of consideration for promotion.

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.

If you qualify under "2" above, your promotion will be 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. If you 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, your employment will be terminated or you will be returned to your previously held permanent title.

If you have serious moving violations, a license suspension or an accident record, you may be disqualified. The Class B Commercial Driver License (CDL) with passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title.

Commercial Motor Vehicle Driving Experience in the Military or New York National Guard: If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test

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REQUIREMENTS TO BE PROMOTED (Continued)

through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed, 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) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

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”) General 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 the Notice of Examination for instructions on how to obtain a copy of the DCAS General 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.

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

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 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 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. The MTA Exam Center will be closed in observance of Presidents’ Day on Monday, February 18, 2019.

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ADMISSION LETTER

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

Applicants **must** keep their mailing address **up to date**. Please refer to the Correspondence section below for instructions on how to update your address and other contact information.

THE TEST

You will be given a competitive structured interview and a qualifying essay. A score of at least 70 is required to pass this interview. Your score on this structured interview will determine 85% of your total score. Your seniority will determine the remaining 15%. You must pass the structured interview and the essay 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 competitive 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 and 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 essay test will require candidates to write one or more reports based on information provided on the day of the interview. 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 interview 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, 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.

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 employee ID when you arrive to take each test.

THE TEST RESULTS

If you pass the structured interview and the essay 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 appointment 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 MTA Bus Company.

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 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; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
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; or
4. Absence due to ordered military duty; or
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 scheduled test date.

CORRESPONDENCE

Change of Contact Information: You must keep your employee contact information (telephone number, mailing address and email address) current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**.

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CORRESPONDENCE (Continued)

To update your contact information with the MTA New York City Transit, you must:

1. Visit us at the MTA Exam Information Center;
2. Send an e-mail to examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

To update your contact information with the MTA Business Service Center (BSC), you must visit www.mymta.info and select the "My Personal Information" tab.

Failure to keep your employee contact information current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**, will prevent you from receiving important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline.

All other correspondence must be sent to the following address:

Promotion to Bus Maintenance Supervisor, Exam No. 9408
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.

MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at www.nyc.gov/dcas and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. 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 Bus Co. Personnel Testing, Selection and Classifications Unit

Title Code: MTA04