

Promotion to Facilities Supervisor

Reports To: Superintendent of Facilities**Location:** Various locations**Application Deadline:** 12/26/2017**Authority:** MTA Bus Company**SALARY:** The current minimum salary is \$34.73 per hour with increments to \$38.59 per hour in the fourth year.

Job Description: Facilities Supervisors supervise maintainers performing the installation, maintenance and repair of structural, electrical and mechanical equipment and systems. They supervise work in various construction/building trades, such as HVAC, plumbing, electrical, carpentry, masonry, painting and ironwork in bus depots and maintenance facilities. They plan work; use a computerized information system to access data; research technical problems; forecast material, tools and equipment requirements; keep records and write reports; and perform related work.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of facilities maintenance operations and procedures
- Excellent oral and written communication skills, and supervisory skills
- Thorough knowledge of the building trades (e.g., electrical, HVAC, plumbing, carpentry, masonry, painting, iron work)
- Ability to forecast materials, tools, and equipment requirements
- Ability to use computerized systems related to facilities maintenance work

ELIGIBILITY TO TAKE THE EXAM: You must be employed as a Facility Maintainer, MTA Bus Company on the date of the interview and not otherwise ineligible.

REQUIREMENTS TO BE PROMOTED:

- To be promoted from the eligible list resulting from this selection, you must have completed your probationary period in the eligible title as indicated in the “Eligibility to Take the Exam” section above.
- Either (A) a Class B Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions or (B) 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 no disqualifying restrictions.

HOW TO SUBMIT AN APPLICATION: Apply using the “BSC” employee portal at: www.mymta.info by Tuesday, December 26, 2017, the last day of the application period.

SELECTION PROCESS: If you meet the eligibility requirements above, you will be contacted and scheduled for 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 score will be calculated as follows: You will receive 70 points for meeting the eligibility requirements 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.

SELECTION METHOD: Structured Interview

PROOF OF IDENTIFICATION: You must present a valid MTA employee ID when you arrive for the structured interview.