



New York City Transit

Promotion to Maintenance Supervisor (Structures -Group D) ((Sheetmetal)), Exam No. 2703

Amended Notice – August 16, 2023

Application Deadline:

September 21, 2023

Types of Tests:

Structured Interview and Report
Writing Assessment

Application Fee:

\$88.00

Test Date: (subject to change)

Structured interview and report
writing assessment testing is
expected to begin on
November 7, 2023

This Notice of Examination was amended on August 16, 2023 to change the date on which testing is expected to begin from January 10, 2022 to November 7, 2023. The application period has also been reopened to allow for filing from September 1, 2023 to September 21, 2023. Candidates that have previously applied to this examination do not need to apply again.

JOB DESCRIPTION

Maintenance Supervisors (Structures - Group D) perform supervisory work of varying degrees of difficulty and responsibility involving sheet metal work on subway, surface and elevated structures. They supervise assigned employees performing the sheet metal work required to maintain, alter and repair subway, surface and elevated structures, including roofs, skylights, ducts, leaders, gutters, signs, drip pans, fireproof doors, stove pipes and receptacles; supervise employees performing other related structural work when necessary; perform inspection work on new equipment and materials at manufacturing plants; keep records; prepare reports; and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Structures – Group D) and environmental conditions experienced are: inspecting and supervising work outdoors in all weather conditions, including work at various heights, such as on roofs or at ladder or scaffold height, and on and around elevated subway tracks, or in tunnels, tubes or below-ground open subway cuts; visually inspecting work in progress and completed work to ensure conformance to plans and specifications; using a variety of cutting, shaping and measuring instruments requiring hand-eye coordination when instructing subordinates.

Special Working Conditions: Maintenance Supervisors (Structures -Group D) 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.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: September 1, 2023

SALARY

The current minimum salary for Maintenance Supervisor (Structures -Group D) is \$78,174 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of MTA New York City Transit.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the first date of the structured interview:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Structure Maintainer - Group D; and
2. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

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

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

HOW TO SUBMIT AN APPLICATION

If you believe you meet the requirements in the "Eligibility to Take Examination" section, you may submit an application during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the "Special Arrangements" section below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the "BSC" employee portal at www.mymta.info by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at examsunit@nyct.com for application instructions).

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: September 1, 2023

HOW TO SUBMIT AN APPLICATION (Continued)

Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.

2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services ("DCAS") General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the "Correspondence" section below.

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 this date, you must email a request for a duplicate Admission Letter to examunit@nyct.com. 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

The test will consist of two distinct components: a competitive structured interview and a qualifying report writing assessment. The two components of the test will be given in a single session on the same day. A score of at least 70% is required to pass each test. Your score on the competitive structured interview will determine 85% of your final score. Your seniority will determine the remaining 15%.

You must pass both the competitive structured interview and the qualifying report writing assessment to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the first date of the competitive structured interview up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: September 1, 2023October 6, 2021

THE TEST (Continued)

The competitive structured interview may include questions on:

- Knowledge of the sheet metal trade as applied to the construction, maintenance, installation, repair, alteration, and inspection of MTA New York City Transit structures and facilities
- Ability to read and interpret blueprints, drawings and specifications and to make trade-related measurements and computations
- Knowledge of proper safety precautions and procedures, including the knowledge of basic first aid
- Ability to exercise effective supervision and to apply supervisory methods and procedures in accordance with MTA New York City Transit rules, regulations, policies, and procedures

The qualifying report writing assessment will require candidates to write one or more reports based on information provided on the day of the test. 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 competitive structured interview will have their qualifying report writing assessment 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 **not** permitted. 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.

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your admission letter.

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 MTA New York City Transit employee ID when you arrive to take the test.

THE TEST RESULTS

If you pass the competitive structured interview and qualifying report writing assessment 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination or returned to your previously held permanent title.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: September 1, 2023October 6, 2021

SPECIAL ARRANGEMENTS

Late Applications: Refer to the “Correspondence” section below to contact the Examinations Unit to determine the procedure for submitting 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 before the first test date.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which competitive structured interview testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which competitive structured interview testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the structured interview and/or report writing assessment as scheduled 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, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the “Correspondence” section below as soon as possible.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may

1. Email us at examsunit@nyct.com with the subject “Contact Info Update;” or
2. Mail your request to the address at the end of this section.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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CORRESPONDENCE (Continued)

All other correspondence should be sent to examsunit@nyct.com and must include "Promotion to Maintenance Supervisor (Structures -Group D), Exam No. 2703" in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Maintenance Supervisor (Structures -Group D), Exam No. 2703
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.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination, are part of this Notice of Examination, and they are accessible through our website at

http://web.mta.info/nyct/hr/forms_instructions.htm

MTA New York City Transit is an Equal Opportunity Employer.

Title Code No. 91889; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

Application Period Opened: September 1, 2023