



New York City Transit

# Notice of Examination

## Promotion to Maintenance Supervisor (Surface), Exam No. 4702

**Application Deadline:**

October 15, 2023

**Type of Test:**

Structured Interview

**Application Fee:**

\$91.00

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

Structured Interviews are  
expected to begin on Monday,  
February 12, 2024

### JOB DESCRIPTION

**Maintenance Supervisors (Surface)**, at Assignment Level I, supervise Maintainers and Helpers, who maintain, install, inspect, test, alter, and repair buses and other automotive vehicles and related bus shop equipment. They also supervise Cleaners, who clean, sweep, and wash buses, depots, and other facilities. They plan work and monitor production levels and trends; provide technical direction to maintenance employees; use a computerized information system to access information; perform safety assessments and quality audits; research technical and material availability problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports; operate buses for testing, evaluation or instructional purposes and perform related work.

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

**Special Working Conditions:** Maintenance Supervisors (Surface) 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 (Surface) in the bargaining unit represented by the Transit Supervisors Organization, Transport Workers Union, Local 106 (Queens Supervisory Unit) is \$85,034 per annum increasing to \$106,293 per annum in the sixth year of service. The current minimum salary for Maintenance Supervisor (Surface) in the bargaining unit represented by the Subway-Surface Supervisors Association is \$87,373 per annum increasing to \$109,216 per annum in the sixth year of service. These rates are 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. MTA New York City Transit will determine the bargaining unit to which newly promoted Maintenance Supervisors (Surface) will be assigned.

## 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 interviews:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Bus Maintainer - Group A, Bus Maintainer - Group B, or Mechanical Maintainer - Group C; 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.

## THE TEST

You will be given a competitive structured interview composed of two equally weighted sections, a technical section and a supervisory section. A score of at least 70% is required to pass each section of the competitive structured interview. Each of the passing scores on the two sections will be combined to equal the competitive structured interview score.

You will be scheduled to take the test as indicated in the above "Test Date" box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the "Special Test Accommodations" subsection below.

Your score on the competitive structured interview will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive structured interview 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 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.

(Continued)

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## THE TEST (Continued)

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.

The competitive structured interview may measure your knowledge, skills and abilities in the following and other related areas:

- **Automotive Theory:** Knowledge of maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories, utilizing safe work practices
  - Example: *Using proper automotive maintenance techniques to maintain a bus*
- **Schematics:** Ability to read and interpret specifications and drawings
  - Example: *Using a circuit schematic to trace the circuit you are working on*
- **Mathematical Calculations:** Ability to perform mathematical calculations
  - Example: *Performing a calculation to determine the length of wire needed for a task*
- **NYCT Rules and Regulations:** Knowledge of standard operating procedures in accordance with MTA New York City Transit Rules and Regulations
  - Example: *Understanding and properly utilizing Transit's sick leave policy*
- **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal, planning proper assignment of personnel and appropriate allocation of resources
  - Example: *Preparing a list of customer complaints in priority order*
- **Delegation:** Utilizing subordinates effectively; allocating decision-making and other responsibilities to the appropriate subordinates
  - Example: *Assigning a new employee their weekly and daily call targets*
- **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects
  - Example: *Conducting quality control test calls to ensure employees are providing excellent customer service*
- **Analysis:** The ability to identify problems, secure relevant information, relate data from different sources, and identify possible causes of problems
  - Example: *Determining how much material is needed for emergency work*
- **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information and/or recognizing imaginative solutions and innovations in work-related situations
  - Example: *Determining which assignments are high priority and should be completed as soon as possible*
- **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job
  - Example: *Understanding an engine's technical manual*
- **Development of Subordinates:** Developing the skills and competencies of subordinates through training and developmental activities related to current and future jobs
  - Example: *Training an employee on how to conduct peer training for new hires*

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Application Period Opened: September 1, 2023

## 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 MTA Business Service Center (BSC) employee portal at [www.mymta.info](http://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](mailto:examsunit@nyct.com) for application instructions).

Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, 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](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](mailto:examsmakeups@nyct.com) or mailed to the address in the “Correspondence” section below.

**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](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 interviews are expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which interviews are expected to begin.

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## HOW TO SUBMIT AN APPLICATION (Continued)

**Make-Up Tests:** You may apply for a make-up test if you cannot take the interview 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; or
7. Pregnancy, childbirth or a related medical condition.

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](mailto: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](mailto: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 New York City Transit employees must also visit the employee portal at [www.mymta.info](http://www.mymta.info) to update their contact information through the “BSC.”**

All other correspondence should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include “Promotion to Maintenance Supervisor (Surface), Exam No. 4702” in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Maintenance Supervisor (Surface), Exam No. 4702  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

## TEST SITE REQUIREMENTS

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 [examsunit@nyct.com](mailto:examsunit@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 above for instructions on how to update your address and other contact information.

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## TEST SITE REQUIREMENTS (Continued)

**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.

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 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.

## REQUIREMENTS TO BE PROMOTED

**Probationary Period:** At the time of promotion, you must have completed your probationary period in one of the eligible titles indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in one of those titles or your name must appear on a Preferred List for one of those titles. Additionally, you must have served permanently in an 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 Maintenance Supervisor (Surface), you must meet the requirements in "1" or "2" below at the time of promotion:

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions that would preclude the performance of the duties of this title; 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, no airbrake restrictions and no other 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, no airbrake restrictions and no other disqualifying restrictions within 120 days of promotion. If you fail to obtain the Class B CDL within 120 days of your promotion, 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.

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**REQUIREMENTS TO BE PROMOTED (Continued)**

The Class A or Class B Commercial Driver License (CDL) with a passenger endorsement and no airbrake restrictions or any other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Maintenance Supervisor (Surface) work.

**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 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 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) evaluation, referral and education/treatment process required by federal law in order to be promoted to this safety-sensitive position.

**ADDITIONAL INFORMATION**

**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 being returned to your previously held permanent title.

**Probationary Period:** You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated or returned to your previously held permanent title.

**PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.