

Position	Division	Dept	Job Description
1	Emp Ops	Employment	Perform all employment related activities for candidates being considered for appointment or promotion. This includes the coordination of hiring pools; review of pre-employment documents; qualification of candidate's education and experience; conduct analyses of hiring lists; assist hiring departments on making selections; monitor and track departmental hiring approvals; facilitate and resolve concerns and issues among operating departments and relevant Human Resource subdivisions as they relate to the hiring process.
2	Emp Ops	Exams	Assist with the planning and administration of personnel tests and assessments including, but not limited to the processing of exam applications, scheduling test candidates, printing and distribution of test materials, and the administration of written exams and exam protest sessions. Utilize computerized systems and software to process and score tests, calculate test scores and generate a variety of letters and reports. Prepare letters, memos, instruction and other office correspondence. Review and assess monthly monetary reports, handle customer inquiries. Required to work on weekends or during evenings and adjust their work hours in accordance with the needs of the assignment.
3	Emp Ops	Exams	Conduct job analyses; develop, administer and rate pre-employment examinations and assessments; make determinations on candidate eligibility for employment; develop various types of selection examinations (cognitive ability, technical, knowledge, supervisory ability) using a variety of formats (multiple-choice, short answer, practical skills, oral, narrative); write, review and edit examination questions; perform statistical analyses on various sets of data; conduct interviews to select job candidates with appropriate qualifications; and evaluate the validity of examination questions and content. Required to work on weekends or during evenings and adjust their work hours in accordance with the needs of the assignment. Must be able to perform fieldwork in operating environments near moving buses and trains.
4	Business Partners	Subways/Support	This position serves as the primary point of contact to client departments and is responsible for partnering with client departments on recruiting needs, managing client relationships, utilizing workforce data (e.g. retirement eligibility) to support client departments in shaping department/division-based recruitment and retention initiatives, analyzing existing data workflows to update Human Resources processes, developing and documenting processes and procedures, system navigation, etc. for client departments and HR team members, preparing and tracking related personnel actions (e.g. TAMs and PARs) for new hires and current employees via PeopleSoft, creating and maintaining a variety of queries utilizing appropriate reporting tools, and providing exceptional customer service.
5	Car Equip	Facilities	This position will work in Facility Planning, Industrial Certification & Shop Equipment, Division of Car Equipment. The position will be responsible for, but not limited to, preparing scopes of work & specifications for shop equipment purchases; perform visual inspections and give technical & field support for equipment installation projects while providing updates to management; coordinate work between NYCT field and shop forces, Capital Design & Construction & Procurement; review estimates, invoices and material technical specifications; and prepare Procurement Requisitions for purchases of heavy shop equipment.
6	Car Equip	North Maint Shops	This position will work at East 180th St Maintenance Shop or 239th St Maintenance Shop. The position will provide administrative support to the managers and supervisors at the East 180th St Maintenance Shop or 239th St Maintenance Shop. The position will be responsible, but not limited to, organizing and maintaining confidential employee personnel files; auditing time cards with the Automated Timekeeping System (ATS); handle payroll corrections & inquiries, employee sick leave forms and employee vacation scheduling; and distribute employee paychecks and passes. In addition, the position will generate reports & records, interact with senior management and prepare & monitor databases.
7	Car Equip	Overhaul	This position will work at 207 St Overhaul Shops. The position will be responsible for, but not limited to, handling safety and training duties of the Overhaul shops such as safety reports, training schedules, IOD reports, TWU walk around and state compliance; provide monthly IOD reports; and provide absentee relief for timekeeping group. In addition, the position will generate reports & records, interact with senior management and prepare & monitor databases using Peoplesoft and Microsoft Office.
8	Car Equip	South Maint Shops	This position will work at Jamaica Maintenance Shop. The position will provide administrative support to the managers and supervisors at the Jamaica Maintenance Shop. The position will be responsible, but not limited to, organizing and maintaining confidential employee personnel files; auditing time cards with the Automated Timekeeping System (ATS); handle payroll corrections & inquiries, employee sick leave forms and employee vacation scheduling; and distribute employee paychecks and passes. In addition, the position will generate reports & records, interact with senior management and prepare & monitor databases.
9	MOW	Electrical Power	ATMAs work directly with Energy Management(EM)/Contract Compliance staff and Power Division management on budget/forecast development, analytical and administrative duties to ensure the appropriate levels of resource monitoring and to assure adherence to Power System Operation plans. Analysts are responsible for the entirety of Utility Billing for the NYCT Electrical Systems including payment certification, reconciliation, usage and cost validation via various forms of analysis/reporting. Analysts also support EM operational personnel as liaisons in the coordination of electrical projects throughout the system including the new Advanced Metering Infrastructure (AMI). Analysts will coordinate projects with Utility Companies (eg: ConEd, PSEGLI), MTA Construction & Development Managers, Contractors, and various power user departments (eg: Power Substations, Hydraulics, Buses etc.). Analysts will also manage Energy Efficiency Projects with MTA HQ, New York Power Authority, and third party contractors (eg: NuEnergen) to meet departmental goals. Analyst must have proficient computer skills and be knowledgeable of various software, including but not limited to, Office 365 applications, SharePoint, and Access so that they can work on existing systems within the Power Department to accomplish all duties listed above.
10	MOW	Electrical Power	The ATMA will work in area of budget, organizational research and personnel administration. Perform quantitative analysis, cost analysis, and other research techniques, and make recommendations to management to obtain optimum efficiency in the utilization of staff and equipment. The Candidates must have proficient computer skill and be knowledgeable of strong skills with Micro soft Access database in the following capacity, managing, building, trouble shooting and repair.
11	MOW	Electrical Power	The ATMA performs work directly with Power Maintenance divisional management on budget development and administrative duties to ensure the appropriate levels of resources monitoring and assure adherence to Power System Operation plan. Analysts are part of the team rolling out EAM throughout the Department of Subways and providing support to EAM users.
12	MOW	Engineering	These positions will perform a variety of tasks in support of the Department of Subways. Said tasks will include, but are not limited to, facilities management; contract administration and coordination; research assignments; project planning and supervision; vendor relations; scheduling reviews; and monitoring vendor performance. This position also coordinates repairs and service of fuel tank monitoring systems and cleaning of petroleum storage tanks; devises and compiles technical specifications for new and existing contracts including but not limited to non-revenue fuel card management; heating oil deliveries, fire alarms, emergency generators, Inergen fire suppression systems and UPS service and maintenance. Emergency field coverage and flexibility in work hours is required.
13	MOW	Engineering	This position is responsible for supporting the office of the Chief Engineering Officer (CEO), MOW Engineering. Responsibilities include, supporting administrative aspects of the Chief Engineer's Office (such as maintaining the Chief Officer's calendar; managing the Right Now System (Transit's incident reporting system), confidential Executive Correspondence; periodically updating and distributing information as needed; and, acting as liaison on behalf of the Chief Officer with the executive staff of the Department of Subways as well as other city, state and federal agencies and the MTA. Responsibilities also include: setting up and coordinating preliminary meetings for all meetings directed to the CEO; determining and arranging for appropriate MOW Engineering representation at outside events and meetings; coordinating with the CEO's schedule when required; determining which meetings require the CEO's personal attendance; rescheduling meetings; and, assigning meetings to the Assistant Chief Officers (ACOs) to provide representation; closing out and preparing tracking reports; forwarding emails and phone messages to appropriate ACOs for follow-up; assigning correspondence and other action items to ACOs and their staff on behalf of the CEO; maintaining log of items due with dates and appropriate follow-up to ensure that items are closed out with the office of the VP, MOW and the SVP, Subways; Incumbent also must: maintain overall knowledge of division functions, programs and policies; provide guidance, as requested, to division personnel; coordinate projects, following up with ACOs regarding projects and emergencies; and, other duties as assigned.
14	MOW	Engineering	Under direction, and with considerable latitude for independent initiative and judgment, the selected candidate will: utilize various computer software applications to collect and analyze complex data; be required to develop, update and maintain various computerized tracking systems necessary to analyze expenditures, and staffing requirements, and, track and analyze data related to various aspects of MOW Engineering operations; prepare charts, graphs and data tables for detailed analytical reports and presentations; set up interviews for division hiring managers; and, perform administrative support functions on special projects.
15	MOW	Infrastructure	This position is responsible for supporting the office of the Chief Infrastructure Officer, Maintenance of Way. Responsibilities include, but are not limited to: supporting administrative aspects of the Chief Infrastructure's Office (such as maintaining the Chief Officer's calendar; gathering and evaluating responses to inquiries from the Assistant Chief Officers, following up to ensure responses are submitted in a timely manner, processing statements of fact and coordinating and analyzing responses, maintaining accurate documentation as needed and ensuring that all files are complete and updated; tracking confidential Executive Correspondence (including assigning, following up and ensuring complete and accurate responses, managing Chief Infrastructure's telephone messages, taking incoming calls, recording messages and returning calls); periodically updating and distributing information as needed; and, acting as liaison on behalf of the Chief Officer with the executive staff of the Department of Subways as well as other city, state and federal agencies and the MTA. Responsibilities also include: setting up and coordinating preliminary meetings for all meetings directed to the Chief Infrastructure Officer; determining and arranging for appropriate MOW Infrastructure representation at outside events and meetings; coordinating with the Chief Infrastructure Officer's schedule when required; determining which meetings require the CIO's personal attendance; rescheduling meetings; and, assigning meetings to the Assistant Chief Officers to provide representation; closing out and preparing tracking reports; forwarding emails and phone messages to appropriate Assistant Chief Officers for follow-up; assigning correspondence and other action items to ACOs and their staff on behalf of the Chief Infrastructure Officer; maintaining log of items due with dates and appropriate follow-up to ensure that items are closed out with the office of the Vice President, MOW and the Senior Vice President, Subways; Incumbent also must: maintain overall knowledge of division functions, programs and policies; provide guidance, as requested, to division personnel; coordinate projects, following up with Assistant Chief Officers regarding projects and emergencies; and, other duties as assigned.
16	MOW	Infrastructure	This position is responsible for with the production of reports and organize responses from the subdivisions. Responsibilities will include, but are not limited to: Handles all pass requests and parking permit requests. Ensure that capital contracts sent to the Infrastructure are reviewed and approved in a timely manner. Facilitate Infrastructure's monthly Work Order meetings and its accompanying report. Assist in the production of monthly budget reports and yearly Organizational Chart development. Produce monthly Stop Card Reports for Structures and Facilities. Track OT usage for Hydraulics and Subway Operations. Distribute weekly Service Plan - G.O. report to Infrastructure staff. Handle all requests regarding new and existing phone service. Overseeing and providing back up for the Monthly CIO Report. Coordinate with System Safety to update PeopleSoft for all training records. Provide Hearing Conservation monthly report to CIO. Collect, verify and provide daily reporting on all Subway Action Plan activities from water mitigation report; coordinate weekly Subway Action Plan Meetings. Assist in the processing of all MOW Force Account request. Assist in the preparation of the office supply list. Assist in processing cost estimates for Derailments and other major incidents.

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17	MOW	Infrastructure	This position is responsible for project management duties for multiple multi-million dollar Capital and Operating projects. Duties include liaising with DOS and C&D on all aspects of project management (RFI's AWO's, submittals, correspondence, etc.), field visits to ascertain project status, assist Supervision and Superintendents with technical aspects of the projects, develop and maintain project files including charts and graphs. Perform analyses of project budgets and expenditures, sub-division accidents.
18	MOW	Maintenance Planning	This position is responsible for supporting all of MOW's Operating subdivisions and ad hoc MOW special projects. It coordinates, schedules, and reviews the annual Track Capital Program, recurring maintenance, track access for all MOW projects, liaises and coordinates with Operations Planning, and handles all emergency track access requests. They are involved in producing, reviewing, and coordinating Asset Management Initiatives, including preparing remediation spreadsheets, KPI and PPR reports, organizing visualization meetings, and the managing of the critical asset database.
19	MOW	Operations Center	Providing strategic support to all MOW Divisions and projects and responsibilities that are assigned to MOW Operations Center. Responsible to overseeing the appropriate capturing and response to all incoming customer correspondence, comments and concerns including written complaints, telephone, email, social media, etc. Assure accurate documentation of both incoming and outgoing communication and correspondence; closing out open tickets after obtaining information from response groups. Tasked with monitoring and improving the various applications and databases of MOW Operations including Alarm Desk, CAMS, as well as enhancing our internal databases and streamlining and/or automating processes where possible. Inputting and updating information in EAM in support of MOW divisions.
20	MOW	Track	This position will be responsible for supporting the Assistant Chief Third Rail Operations report, collate and organize responses for submission to the Chief of Track's Office. Responsibilities will include, but are not limited to: handling correspondence and ensuring due dates are met; assist with customer complaints from the Customer Relations Management system, which includes routing incidents, receiving information, preparing responses and closing out incidents; schedule training, routing time sheets; disseminate and monitor implementation of safety policies. The selected candidate will also generate reports and maintain records as requested as well as assist the arranging, organizing and planning meetings when required.
21	Ops Support	Capital Programs	The incumbent will be responsible for preparing the Force Account estimates (EFA and TA Labor) for the Department of Subways divisions. Other responsibilities include but are not limited to identifying efficiencies in TA services, monitoring TA Labor utilization, addressing, and processing TA Labor charge verification requests. The incumbent will also provide support for capital Transit labor forecasting, costing and analysis. This includes data analysis, research, recommendation of alternatives, issue resolution, negotiation, and coordination across NYCT to achieve more efficient implementation of support services. Perform in depth analyses of Subways' Capital Support Services.
22	Ops Support	Capital Programs	The incumbent will be responsible for the planning of and oversight to various capital projects sponsored by the Department of Subways. Prepare and analyze operating budget impacts of capital investments, process reimbursable budget requests, perform field visits to monitor construction progress and compliance, track review and/or approve CIFs, Budget Modification and Staff summaries. Review and process Beneficial Use, Final Acceptance and Closeout of capital projects. Attend design/construction job progress meetings; assist in the preparation of presentations and make recommendations on project acceptance and other construction management issues. Coordinate capital program priorities and constructions work with Subways' divisions. Evaluate expenditure data to ensure that projects are funded and progressing as scheduled.
23	Service Delivery	Capital Support & Planning	A Transit Management Analyst is needed to support Capital Support & Planning's Construction Flagging, Work Trains and General Orders units with database/systems data and reports that provide information on labor and resource estimates/expenditures. Knowledge/expertise is required to monitor/correct expenditures to ensure accurate charging. The incumbent will utilize various NYCT proprietary systems to provide management with information needed for scheduling, workforce availability and shortages which significantly impact CS&P ability to support the various C&D/MOW projects and Field Operations.
24	Service Delivery	RCC	The selected incumbent will assist the Operations Development Advanced Service Initiatives Unit who is responsible for Service Delivery's support of Capital, IT and in-house projects affecting the Rail Control Center, outside of the CBTC program which includes but are not limited to: ATS-A, ATS-L, ATS-7, Fan Plant SCADA, COVID Exposure Investigation. The analyst will support the General Superintendent pertaining to daily requests such as Scheduling RCC tour visits, building space allocation, trip Editor, as well as assist with on-going projects. The selected candidate will also communicate with senior management, prepare, monitor and maintain databases, generate reports and records as requested.
25	Service Delivery	Operations	The incumbent will maintain the Violations/OD/DAN Employee Profile database which is used by Management/Supervision for the oversight and evaluation of all operating hourly employees. Highlights the key drivers of daily unplanned/planned absences for usage in forecasting/planning for employee availability and service coverage to avoid/reduce open jobs and potential ABDs. Responsible for extracting and processing data from UTS queries to reconcile overtime usage against budget/goals, identify key drivers for overruns, provide explanations for overtime usage and ensure categorization of reimbursable/non-reimbursable charges. Data provided is critical to management's ability to monitor/control overtime usage and adhere to overtime guidelines.
26	Service Delivery	Facility & Safety	The incumbent will support the Facility & Safety unit's various tasks which includes bringing 848 rooms throughout the 4 boroughs into a state of good repair, a single point of contact between RTO and all maintenance, reconstruction and rehabilitation groups and the central point for purchase of equipment. Interface with Enterprise Asset Management, Recovery and Resiliency and Tower Hardening initiatives. Field visits will be required to obtain data, provide analysis and reporting for special projects such as Step Aside boxes, cleaning costs of RTO facilities, System Safety audits, division wide safety tasks, and related Internal Control Review activities.
27	Ops Support	Timekeeping	Transit Management Analyst Series will be responsible for a high volume of administrative tasks including but not limited to answering phones, reviewing confidential documents, data entry, along with updating employee records and processing employee pay and pay adjustments, creating/updating spreadsheets, scanning and filing paperwork, closing and releasing weekly payroll, sorting and distributing paychecks, responding to correspondence from employees, union representatives, Human Resources, Labor Relations and/or other intra-agency personnel, conducting audits and assisting with special assignments and projects as needed. The selected candidate(s) will also be responsible for interacting face-to-face with NYCT Department of Subways employees.
28	Ops Support	DOS Finance	The incumbent will support the Finance Division of Operations Support to work on data analysis and business process improvement projects related to operating divisions including Service Delivery, Maintenance of Way, Car Equipment and Stations. The analyst will join a team dedicated to developing and implementing budget proposals, and constructing and executing analytic plans. The candidate will be involved in supporting critical and dynamic MTA initiatives, including the Subways Action Plan and Sandy Recovery and Resiliency. The Analyst will support operations and improve performance by conducting analyses, designing and implementing studies, and identifying trends and root causes. The Analyst will also contribute to a performance-based budgeting framework, in which data is used to strategically support investment decisions.
29	Ops Support	DOS Enterprise Asset Management	The EAM team is constantly innovating via web and mobile solutions and we are seeking talent for a position as a Phone Support Analyst. This candidate should be Customer Service oriented and have strong telephone, verbal, and written communication skills. They should be able to troubleshoot and solve problems for the field and internal users on the web and mobile. They should be able to use Microsoft Office, be highly organized and detailed oriented, have the ability to multi-task and prioritized, and analyze data.
30	Ops Support	DOS Enterprise Asset Management	The EAM team is constantly innovating via web and mobile solutions and we are seeking talent for a position as a Phone Support Analyst. This candidate should be Customer Service oriented and have strong telephone, verbal, and written communication skills. They should be able to troubleshoot and solve problems for the field and internal users on the web and mobile. They should be able to use Microsoft Office, be highly organized and detailed oriented, have the ability to multi-task and prioritized, and analyze data.
31	Ops Support	DOS Enterprise Asset Management	The GIS Analyst will be responsible for supporting the EAM GIS Program as the primary technical resource for GIS data development, cartography, GIS data QA/QC, maintaining Enterprise GIS data, and supporting the company-wide Enterprise Asset Management effort by determining spatial location of infrastructure assets as required. The analyst will support integration of ESRI GIS environments and Infor EAM, develop GIS data (points, polylines, and polygons) with attribute entries in ArcGIS software, including Geo-referencing existing scanned or PDF maps and diagrams, digitizing and geocoding data based on most recent Ortho-imagery, performing data conversion from As-Built CAD files to GIS, produce GIS shapes by using tabular data, developing metadata as needed, prepare a variety of GIS maps as needed using GIS software for internal and external users, and compile information for GIS data collected.
32	Ops Support	DOS Enterprise Asset Management	The EAM team is constantly innovating via web and mobile solutions and we are seeking talent for a position as a Quality Assurance Analyst. This candidate should have testing experience with web-based and mobile applications. They should have strong written and verbal communication skills and have solid experience defining and documenting strategies for Integration, System and Performance testing. Have the ability to translate technical requirements and software design into robust test cases, demonstrate the ability to multi task and coordinate multiple simultaneous high priority efforts, proven ability to work with project managers to manage resources across projects understanding dependencies, competing priorities and deliverables, ability to read and understand basic software code and SQL, and experience with troubleshooting issues, interpreting stack traces, verifying data in logs, manipulating data, and thinking outside the box to recreate issues.