



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Promotion to Line Supervisor (Plant & Equipment), Exam No. 8207

Application Deadline:

April 9, 2018

Types of Test:

Multiple-Choice

Application Fee:

\$88.00

Test Date: (subject to change)

Saturday, July 21, 2018

JOB DESCRIPTION

Line Supervisors (Plant & Equipment) supervise Maintainers in the repair, maintenance, installation, inspection, testing and alteration of electrical and mechanical equipment and systems. They also supervise work in various construction trades including masonry, carpentry, plumbing, painting, ironwork and HVAC. They utilize the computerized Maintenance Management System to generate, schedule and track maintenance and repair work orders. They research and purchase equipment, tools and required materials. They inspect new and existing equipment and utilize computer applications to prepare reports and maintain records. They perform related work as required.

Some of the physical activities performed by Line Supervisors (Plant & Equipment) and environmental conditions experienced are: performing daily visual inspections of facilities to identify any safety, environmental and security-related concerns; inspecting electrical work requiring them to differentiate color-coded wires; they use hand and power tools; climb ladders, platforms and scaffolds. Line Supervisor work outdoors in all weather conditions. They operate Transit vehicles including trucks and vans.

(This brief description does not include all of the duties of this position.)

SALARY AND BENEFITS

The current rate for Line Supervisor (Plant & Equipment) is \$75,710 per annum. This rate is subject to change.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: March 19, 2018

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MaBSTOA who on the date of the multiple-choice test:

1. is employed in the title of Maintainer in any specialty of Plant and Equipment for a minimum of one year; and
2. Is not otherwise ineligible.

If you do not know if you are eligible, check with **your department's Human Resources representative**.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. You may be given the multiple-choice 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, MTA Bus Company or to employees of any MTA agency other than MaBSTOA.

REQUIREMENTS TO BE PROMOTED

Probation Completed: At the time of promotion, you must have completed your probationary period in one of the eligible titles as indicated in the above "Eligibility to Take Examination" section.

Driver License Requirement: At the time of promotion you must possess: A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no restrictions. This CDL license must be maintained for the duration of your employment. If you have serious moving violations, a license suspension or an accident record you may be disqualified.

Pre-promotional Evaluation: All promotions are subject to pre-promotional evaluations.

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) process required by federal law in order to be promoted 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.

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 given a confirmation number after you submit your application.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

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

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 New York City Transit 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 New York City Transit 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 the G train to the Hoyt Street Station.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the *Admission Letter*.

THE TEST

You will be given a multiple-choice test. A score of at least 70 is required to pass this test. Your score on this test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service with MaBSTOA. Your service will be credited through the date of the test, up to minimum of 10 years. Partial seniority credit will be given for each day of eligible service. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection & Classification Unit.

The written multiple-choice test may include questions on: the ability to exercise supervision and to apply supervisory methods and practices in accordance with the Authority rules and regulations; the repair, maintenance, inspection, and construction of various plant and equipment and structures used in MaBSTOA depots and other facilities with emphasis on the carpentry, electrical, masonry, plumbing, heating, ventilation, air conditioning and mechanical trades; safe work practices, including basic first aid; interpreting drawings and making relevant shop or trade mathematical calculations; keeping records and preparing required reports; and other related areas.

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. 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.

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TEST ADMINISTRATION GUIDELINES (cont.)

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.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied entrance onto the test site. Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

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.

THE TEST RESULTS

If you pass the competitive multiple-choice test and are deemed to meet the qualification requirements, your name will be placed in final score 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. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

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 previous title.

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 multiple-choice 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;
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of MaBSTOA;
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;
4. Absence due to ordered military duty;
5. A clear error for which MaBSTOA is responsible; or

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SPECIAL ARRANGEMENTS (Cont.)

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 90 days of restoration to your position after performing 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: It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit you may:

1. Visit us at the MTA New York City Transit Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update';
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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.

If you are a current MTA employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.

All other correspondence must be sent to the following address:

Line Supervisor (Plant & Equipment) Exam No. 8207
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

MaBSTOA is an Equal Opportunity Employer and welcomes applications from all qualified persons. 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 Personnel Testing, Selection & Classifications Unit
Title Code No. M9000