



# Bus Company

## Notice of Examination

### Promotion to Facilities Supervisor, Exam No. 9402

**Application Deadline:**

December 24, 2018

**Type of Test:**

Structured Interview

**Application Fee:**

\$85.00

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

Expected to begin on  
Monday, January 28, 2019

#### 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.

**Special Working Conditions:** Facilities Supervisors 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.)

#### SALARY

The current minimum salary for Facilities Supervisor is \$34.7378 per hour for a 40-hour work week. This rate is subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

#### ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA Bus Company 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 Facility Maintainer; and
2. Is not otherwise ineligible.

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## ELIGIBILITY TO TAKE EXAMINATION (Continued)

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

## REQUIREMENTS TO BE PROMOTED

**Driver License Requirement:** At the time of promotion you must have either (A) a Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions that would prevent you from performing the duties of this title; 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 that would prevent you from performing the duties of this title.

**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.

**Character Requirement:** Proof of good character and satisfactory background are absolute prerequisites to promotion. The following are some of the factors considered as grounds for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated convictions where such convictions indicate a disrespect for the law; (c) discharge from employment where such discharge indicates poor behavior or an inability to follow rules and disciplinary guidelines; (d) previous unsatisfactory employment history with the Metropolitan Transportation Authority (MTA), or another public employer; (e) dishonorable discharge from the Armed Forces; (f) previous misrepresentation of identity; and (g) previous misrepresentation of authority to work in the United States.

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

## 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 unless you are requesting a fee waiver. Applicants who wish to request a fee waiver should refer to the "How to Submit an Application When Requesting a Fee Waiver" section below. *Applications* will **not** be accepted in person.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services ("DCAS") General Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

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Filing Opened: December 5, 2018

## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

### Online Applications:

1. Apply using the “BSC” employee portal at [www.mymta.info](http://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 sent a confirmation email after you complete your *Application* and pay the *Application* fee.

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

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

### 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 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 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 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 structured interview. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. The address on file with the MTA Business Service Center may be used to mail correspondence, including the *Admission Letter*, to MTA employees. Please refer to the Correspondence section below for instructions on how to update your address and other contact information.

### THE TEST

You will be given a structured interview comprised of two parts: a competitive knowledge-based interview and a qualifying supervisory abilities interview. A score of at least 70% is required to pass both of these interviews. Your score on structured interview will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the structured interview test to have your seniority credited. Your seniority will be 70 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. Once all final scores have been determined, candidates will be placed on an eligible list in rank-score order. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection, and Classification Unit.

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Filing Opened: December 5, 2018

## THE TEST (Continued)

The competitive knowledge-based interview may include questions on the installation, troubleshooting, inspection, repair, testing and maintenance of facility equipment as it relates to the electrical, HVAC, plumbing, carpentry, masonry, painting and iron work trades, including tools and equipment used in these trades; general knowledge of facilities maintenance operations; safe and efficient work practices and procedures; and the forecasting of materials, tools and equipment requirements.

The qualifying supervisory abilities interview may include questions on the following abilities:

- **Oral Comprehension** -- Ability to understand spoken English words and sentences
- **Oral Expression** -- Ability to use English words or sentences in speaking so others will understand
- **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
- **Delegation** – Utilizing subordinates effectively; allocating decision-making and other responsibilities to the appropriate subordinates
- **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
- **Development of Subordinates** -- Developing the skills and competencies of subordinates through training and developmental activities related to current and future jobs
- **Analysis** – Identifying problems, securing relevant information, relating data from different sources and identifying possible causes of problems
- **Judgement** – Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information

## 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, 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 employee ID when you arrive to take the test.

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## THE TEST RESULTS

If you meet the eligibility requirements and pass the structured interview, your name will be placed 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

**Probation Completed:** You are required to successfully complete a one-year probationary period. If you do not successfully complete the probationary period, you may be terminated.

## 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 date of the Structured Interview 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;
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 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, 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 60 days of restoration to your position after performing ordered 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 keep your contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit Examinations Unit. You may miss important information about your exam(s) or consideration for appointment or 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, you may:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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Filing Opened: December 5, 2018

## **CORRESPONDENCE (Continued)**

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. **All changes to an MTA employee's contact information must also 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:

Promotion to Facilities Supervisor Exam No. 9402  
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.

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MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at [www.nyc.gov/dcas](http://www.nyc.gov/dcas) and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. 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 Bus Co. Personnel Testing, Selection and Classifications Unit

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