



Bus Company

Notice of Examination

Promotion to Facilities Supervisor, Exam No. 4410

Application Deadline:

April 15, 2024

Type of Test:

Structured Interview & Report
Writing Assessment

Application Fee:

\$96.00

Test Date: (subject to change)

Testing is expected to begin on
June 24, 2024

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 \$43.98 per hour for a 40-hour work week increasing to \$52.36 per hour in the sixth year of service. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA Bus Company who **on the first date of the structured interview:**

1. Is employed in the eligible title of Facility Maintainer; and
2. Is not otherwise ineligible.

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Application Period Opened: March 1, 2024

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. You may be given the tests 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.

THE TEST

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

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 and the qualifying report writing assessment to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MTA Bus Company or one of the private bus companies consolidated under MTA Bus Company to a maximum of 100 for 10 years or more of eligible service. Partial seniority credit will be given for each day served as an MTA Bus Company employee. Time serviced prior to a break in service of more than one year will not be credited.

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

- **Facility Equipment** – Knowledge of the electrical, HVAC, plumbing, carpentry, masonry, painting and iron work trades as it relates to the installation, troubleshooting, inspection, repair, testing and maintenance of facility equipment including the tools and equipment used in these trades, utilizing safe work practices
 - Example: *Using insulated tools to troubleshoot faulty equipment*
- **Facility Maintenance** – General knowledge of facility maintenance operations
 - Example: *Determining the best order of priority for facility maintenance work*
- **Forecasting** – Knowledge of how to effectively forecast materials, tools, equipment and labor needs
 - Example: *Determining the amount of material and labor needed to install new machinery at a work location*
- **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*

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- **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*
- **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*
- **Analysis** – The ability to identify problems, securing relevant information, relating data from different sources, and identify possible causes of problems
 - Example: *Determining how much material is needed for emergency work*

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.

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. 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 Test Accommodations” subsection 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 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). **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 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.

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If you submit an application for this promotion examination and you also submit an application for the open competitive examination for Facilities Supervisor, Exam No. 4410, you will only be permitted to take the test(s) for this title one time.

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 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 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 test 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, parent-in-law, 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 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 Bus employees must also visit the employee portal at www.mymta.info to update their contact information through the “BSC.”**

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All other correspondence should be sent to examsunit@nyct.com and must include "Promotion to Facilities Supervisor, Exam No. 4410" in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Facilities Supervisor, Exam No. 4410
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

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. 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.

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 are also not permitted to use on site any medical assistive devices, including those that give notification or alerts, or that vibrate, without the prior express written authorization of MTA New York City Transit. You can contact MTA New York City Transit by email at: examsmakeups@nyct.com.

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.

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.

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. Additionally, you must have served 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.

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

Driver License Requirement: At the time of appointment, you must possess either:

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1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with no 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 no disqualifying restrictions.

If you qualify under “2” above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with no disqualifying restrictions within 120 days of appointment, or your employment will be terminated. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with no 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 Facilities Supervisor 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 appointed.

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 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 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.