



MTA BUS COMPANY

REQUIRED FORM

Application Form

NOTICE OF EXAMINATION

Promotion to Bus Maintenance Supervisor (MTA Bus Company) Exam No. 2402

WHEN TO APPLY: From: November 2, 2011
To: November 22, 2011

APPLICATION FEE: \$68.00
(This Fee is Non-Refundable)

THE TEST DATE: The multiple-choice test is expected to be held on Wednesday, February 22, 2012.

JOB DESCRIPTION: Bus Maintenance Supervisors supervise mechanics and other maintenance and transportation titles performing the maintenance, installation, inspection, testing, alteration, shifting, and repair of buses and other automotive vehicles, and related bus shop equipment; plan work and monitor production levels and trends; use a computerized information system to access data; perform safety assessments and quality audits; perform diagnoses and troubleshooting of bus systems; research technical problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports; operate a bus for testing, evaluation or instructional purposes; and perform related work.

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

Special Working Conditions: Bus Maintenance Supervisors may be expected to work various shifts, including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

SALARY AND BENEFITS: The current minimum salary is \$57,000 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of MTA Bus Company who on the date of the multiple-choice test:

1. is employed in the title of Bus Mechanic; and
2. is not otherwise ineligible.

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

REQUIREMENTS TO BE PROMOTED:

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

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

Probationary Period: To be promoted from the eligible list resulting from this examination, you must have completed your probationary period in the eligible title as indicated in the "Eligibility to Take Examination" section above.

HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination as follows:

1. online at <http://www.mta.info>; or <http://exam.nyct.com>; or
2. in person, Monday through Friday, from 9 AM to 3 PM at:

NYC Transit
Exam Information Center
180 Livingston Street (Lobby)
Brooklyn, NY 11201

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE:

Note: Read the “Eligibility to Take Examination” and “Requirements to be Promoted” sections before submitting an application. Application fees are non-refundable.

You may submit an application for this examination as follows:

1. **Electronic applications:** Go to the Transit Examinations Application (TEA) online system at <http://exam.nyct.com> and follow the onscreen application instructions for electronically submitting your application and payment, and completing the required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account.
2. **Applications by mail:** You may also submit the completed application along with the appropriate fee in the form of a money order made payable to NYC Transit by mail to the address in the “Correspondence Section” below. Applications submitted by mail **must be postmarked by the last day of the application period**. Refer to the “Required Form” section above for the form you must fill out. The following information **must** be written on the face of the money order: your name, home address, the last four digits of your social security number and the exam title and number. **Cash and personal checks will not be accepted**. Save your money order receipt for future reference and proof of filing an application.

New York City Transit will **not** accept applications in person.

ADMISSION LETTER: You should receive an *Admission Letter* in the mail about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the multiple-choice test date, you may obtain a duplicate letter at:

NYC Transit
180 Livingston Street (Lobby)
Brooklyn, NY 11201

Hours: Monday through Friday, 9 AM to 3 PM

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 85% of your total score. Your seniority will determine the remaining 15%. You must pass the multiple-choice 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.

The written multiple-choice test may include questions on the installation, troubleshooting, inspection, repair, testing, and maintenance of automotive/bus equipment, including tools and equipment used in automotive/bus maintenance; supervisory methods and practices; the ability to follow rules, regulations, policies and procedures; labor-management practices; safe and efficient work practices and procedures; reading and interpreting technical drawings, wiring diagrams and schematics; and other related areas.

THE TEST RESULTS: If you pass the multiple-choice test 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. A qualifying interview may be administered to those who pass the multiple-choice test.

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 former title at the discretion of MTA Bus Company.

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 date of the multiple-choice test.

Special Testing Accommodations: If you plan to request special testing accommodations due to a disability or an alternate test date due to your religious beliefs, follow the instructions included with your Application for Examination and mail your request to the address found in the “Correspondence Section” below, no later than 30 days prior to the scheduled test date.

Make-up Test: You may apply for a make-up test if you cannot take the test on your scheduled test date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness; or
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling child or child of a domestic partner; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA Bus Company is responsible.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the “Correspondence Section” below.

CORRESPONDENCE SECTION:

All correspondence, including the submission of your application, **must** be sent to the address below:

Promotion to Bus Maintenance Supervisor (MTA Bus Company), Exam No. 2402
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

MTA BUS COMPANY 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 SENIORITY RATINGS, AS DESCRIBED ABOVE.

NYC TRANSIT, PERSONNEL TESTING, SELECTION & CLASSIFICATIONS UNIT
NOVEMBER 2011

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE