



New York City Transit

Notice of Examination

Promotion to Maintenance Supervisor (Structures – Group H), Exam No. 2701

Application Deadline:

September 28, 2021

Type(s) of Test(s):

Multiple-Choice Test,
Supervisory Abilities
Assessment & Report Writing
Assessment

Application Fee:

\$91.00

Test Date: (subject to change)

Testing is expected to begin on
February 28, 2022

JOB DESCRIPTION

Maintenance Supervisors (Structures - Group H), supervise employees performing the maintenance, alteration, installation, inspection, testing and repair of heating and air-conditioning equipment; supervise other related structural work when necessary; operate a motor vehicle; keep records; prepare reports; perform inspection work on new equipment and materials at manufacturing plants; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Maintenance Supervisors (Structures - Group H) are loading and driving light utility trucks; lifting overhead and carrying heavy tools and equipment; climbing and descending ladders at various heights; crouching to reach equipment being repaired; making visual inspections of equipment; distinguishing colored wiring; and reading blueprints and schematics.

Special Working Conditions: Maintenance Supervisors (Structures - Group H) 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 Maintenance Supervisors (Structures - Group H) is \$80,378 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of MTA New York City Transit.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: September 8, 2021

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the first date of the Multiple-Choice Test**:

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Heating and Air Conditioning Maintainer; and
2. Is not otherwise ineligible.

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

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, and you must be permanently employed in that title or your name must appear on a Preferred List for the title at the time of promotion. Additionally, you must have served permanently 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.

Driver License Requirement: At the time of promotion, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. 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 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, you may submit an application during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. 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 Arrangements" section below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the "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 Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.

(Continued)

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Application Period Opened: September 8, 2021

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

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.

ADMISSION LETTER

An Admission Letter will be mailed to you about 10 days before the first date of the multiple-choice test, supervisory abilities assessment and report writing assessment. 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 examunit@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 below for instructions on how to update your address and other contact information.

THE TEST

The test will consist of three distinct components: competitive multiple-choice test, qualifying report writing assessment and qualifying supervisory abilities assessment. All three components of the test will be given in a single session on the same day. A score of at least 70% is required to pass each test.

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 Arrangements” section below.

Your score on the competitive multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive multiple-choice test, qualifying report writing assessment and qualifying supervisory abilities assessment to have your seniority credited.

Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the first date of the competitive multiple-choice test up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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Application Period Opened: September 8, 2021

THE TEST (Continued)

The competitive multiple-choice test may include questions on the following knowledge areas:

- Knowledge of maintenance, installation, troubleshooting, repair, alteration and inspection of the heating systems of MTA New York City Transit structures and facilities
- Knowledge of maintenance, installation, troubleshooting, repair, alteration and inspection of the air conditioning and ventilation systems of MTA New York City Transit structures and facilities
- Knowledge of MTA New York City Transit rules and regulations as they pertain to the Department of Subways
- Knowledge of proper safety procedures and precautions
- Knowledge of interpreting blueprints, sketches, and specifications and making appropriate measurements
- Knowledge of job-related formulas and computations

The qualifying supervisory abilities assessment may include questions that assess the following abilities:

- **Planning and Organizing** - Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources
- **Delegation** - Utilizing employees effectively; allocating decision making and other responsibilities to the appropriate subordinates
- **Development of Employees** - Developing the skills and competencies of employees through training and development activities related to current and future jobs; providing ongoing feedback and opportunities to learn through formal and informal methods
- **Sensitivity** - Actions that indicate a consideration for the feelings and needs of others
- **Analysis** - Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems
- **Judgment** - Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information
- **Decisiveness** - Readiness to make decisions, render judgments, take action, or commit oneself
- **Administration and Management** - Planning, coordinating, and executing business functions, allocating resources, and producing a final work product
- **Conflict Management** - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

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 multiple-choice test will have their qualifying report writing assessment rated.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit will not be made once the eligible list is established.

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Application Period Opened: September 8, 2021

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; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. 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.

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your admission letter.

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 New York City Transit employee ID when you arrive to take the test.

THE TEST RESULTS

If you pass the competitive multiple-choice test, qualifying supervisory abilities assessment, 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.

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 return to your previously held permanent title.

SPECIAL ARRANGEMENTS

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.

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Application Period Opened: September 8, 2021

SPECIAL ARRANGEMENTS (Continued)

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 multiple-choice 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 multiple-choice testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice 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, 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, pregnancy-related, or child-birth related condition preventing you from taking the test.

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 employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondences should be sent to examsunit@nyct.com and must include "Promotion to Maintenance Supervisor (Structures – Group H), Exam No. 2701" in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Maintenance Supervisor (Structures - Group H), Exam No. 2701
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination, are part of this Notice of Examination, and they are accessible through our website at

http://web.mta.info/nyct/hr/forms_instructions.htm

MTA New York City Transit is an Equal Opportunity Employer.

Title Code No. 91892; [Type of Service]; Group Number II – Per Annum Positions

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