



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED FORMS**

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**PROMOTION TO MAINTENANCE SUPERVISOR (SURFACE)  
Exam. No. 8559  
New York City Transit Authority**

**WHEN TO APPLY:** From: October 1, 2008      **APPLICATION FEE: \$60.00**  
To: October 21, 2008      Payable by mail by money order to DCAS (EXAMS) or  
payable online by credit card, bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, January 10, 2009.**

**WHAT THE JOB INVOLVES:** At Assignment Level I: Maintenance Supervisors (Surface), under general supervision, supervise maintainers and helpers doing maintenance, installation, inspection, testing, alteration and repair of buses and other automotive vehicles and related bus shop equipment; perform inspection work and research on new equipment. They keep records and complete detailed written reports; evaluate productivity; forecast materials usage; instruct maintainers in repair procedures; use a computerized maintenance information system to record and monitor maintenance activities; perform safety assessments; resolve disputes; monitor attendance and employee work practices; operate buses for testing, evaluation or instructional purposes; and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Surface) and environmental conditions experienced are: working outdoors in all kinds of weather; walking in bus garages; climbing and walking on fuel, oil and gasoline trucks; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; and hearing and responding to warnings (bell, whistle and vocal).

**Special Working Conditions:** Maintenance Supervisors (Surface) may be required to work rotating 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.)

**THE SALARY:** The current minimum salary is \$61,359.00 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 the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

- Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing the required form. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Transit Authority who **on the date of the multiple-choice test:**

- is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Bus Maintainer - Group A or Bus Maintainer - Group B; or
- is permanently (not provisionally) employed in the title of Mechanical Maintainer- Group C and employed in the Department of Buses, or appears on a Preferred List for the title of Mechanical Maintainer - Group C and was permanently employed in the Department of Buses immediately before being placed on a preferred list; and
- is not otherwise ineligible.

**This examination is not open to employees of MaBSTOA or MTA Bus.**

(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.)

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

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be given the multiple-choice test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**This examination is also open to employees who were appointed to an eligible title pursuant to the New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.**

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for 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 the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**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.

**REQUIREMENTS TO BE APPOINTED:**

**Driver License Requirement:** 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 that would preclude the performance of Maintenance Supervisor (Surface) work.

If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. Such license must not include any restrictions which would preclude the performance of Maintenance Supervisors (Surface) work.

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

**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 final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test in order 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 titles. Your service will be credited through the date of the 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.

The 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 maintenance; effective application of supervisory methods and practices in accordance with New York City Transit rules, regulations, policy instructions, procedures and labor-management practices; safe and efficient work practices and procedures; reading and interpreting technical drawings, wiring diagrams and schematics; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007, to obtain a duplicate card.

**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.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult your **department's Human Resources representative** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot 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 Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying

1. **online**, follow the onscreen instructions, or
2. **by mail**, follow the instructions included with the "Application for Examination."

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**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular 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 for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> floor, NY, NY, 10007

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91893; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**