

Job Title: Maintenance Supervisor (Revenue)

Job ID:

Location: Various

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Information:

First Date of Posting: March 13, 2025

Last Date of Filing: March 20, 2025

Authority: Manhattan and Bronx Surface Transit Operating Authority (MaBSTOA)

Department: Buses

Division/Unit: Revenue

Reports to: Superintendent

Work Location: Various

Hours of Work: Various

Compensation:

Salary Range: The current minimum salary for Maintenance Supervisor (Revenue) is \$94,927 per annum increasing to \$111,680 per annum in the fourth year of service. 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.

Responsibilities:

Maintenance Supervisors (Revenue), perform work of varying degrees of difficulty and responsibility supervising employees involved in the inspection, maintenance, testing, repair and installation of electro-mechanical revenue equipment, such as bus fareboxes and automated fare collection equipment; drive motor vehicles and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Revenue) and environmental conditions experienced are: climbing ladders to assist maintainers in the troubleshooting of coin retrieving machines; responding to sounds from warning bells, horns and vehicle movement; distinguishing colors when assisting maintainers working on complex electronic equipment; and working outdoors in all weather conditions.

Special Working Conditions: Maintenance Supervisors (Revenue) 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.)

Eligibility Requirements:

1. Is employed in the eligible title of Revenue Equipment Maintainer (MaBSTOA) or as a Coin Retriever Technician (MaBSTOA); and
2. Is not otherwise ineligible.

How to Apply:

MTA employees must apply via My MTA Portal. You can submit an online application by logging into My MTA Portal, clicking the My Job Search ribbon, and selecting the "Careers" link.

Logging in through My MTA Portal will link your BSC ID number to your job application to identify you as an internal applicant.

Selection Method:

Testing is expected to begin on Wednesday, April 23, 2025. The test will consist of three distinct components: a competitive multiple-choice test, a qualifying supervisory abilities assessment and a qualifying report writing

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.

Your score on the competitive multiple-choice test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the competitive multiple-choice test and both the qualifying supervisory abilities assessment and qualifying report writing assessment to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MaBSTOA up to a maximum of 100% for 10 years or more of eligible service. Your service will be credited through the first date of the competitive multiple-choice test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee. Time serviced prior to a break in service of more than one year will not be credited.

The competitive multiple-choice test and qualifying supervisory abilities assessment may measure your knowledge, skills and abilities in the following and other related areas:

- **Revenue Equipment:** Knowledge of how to install, inspect, test, repair, and maintain electro-mechanical revenue collecting equipment utilizing safe work practices and to supervise and instruct others in the performance of this work
- **Technical Drawings:** Ability to read and interpret technical drawings
- **Rules and Regulations:** Knowledge of pertinent NYCT rules and regulations, procedures, and labor-management practices
- **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
- **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 data
- **Development of Subordinates:** Developing the skills and competencies of subordinates through training and developmental activities related to current and future jobs

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 passing scores on the competitive multiple-choice test and qualifying supervisory abilities assessment will have their qualifying report writing assessment rated.

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 Requirements" section, and you must be employed in that title at the time of promotion. 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.

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

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.

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 a return 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.

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

Equal Employment Opportunity:

MTA is an Equal Opportunity Employer, including veteran status and individuals with disabilities. The MTA encourages qualified applicants from diverse backgrounds and experiences, including military service members, to apply.