

## Job Description

Job Title: Maintenance Supervisor (Surface)

Job ID:

Location: Various

Full/Part Time: Full-Time

Regular/Temporary: Regular

### Job Information:

First Date of Posting: July 29, 2025

Last Date of Filing: August 29, 2025

Authority: New York City Transit (NYCT)

Department: Buses

Division/Unit: Maintenance

Reports to: Superintendent

Work Location: Various

Hours of Work: Various

**\*If you are promoted into this position, you must pass the next Civil Service Exam and be called off the resulting list for this title to obtain permanent civil service status.**

## Compensation:

**Salary Range:** The current minimum salary for Maintenance Supervisor (Surface) in the bargaining unit represented by the Transit Supervisors Organization, Transport Workers Union, Local 106 (Queens Supervisory Unit) is \$87,372 per annum increasing to \$109,216 per annum in the sixth year of service. The current minimum salary for Maintenance Supervisor (Surface) in the bargaining unit represented by the Subway-Surface Supervisors Association is \$87,373 per annum increasing to \$109,216 per annum in the sixth year of service. These rates are subject to change. You will receive the minimum salary based on the current union contract and your promotion date.

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. MTA New York City Transit will determine the bargaining unit to which newly promoted Maintenance Supervisors (Surface) will be assigned.

## Responsibilities:

**Maintenance Supervisors (Surface)**, at Assignment Level I, supervise Maintainers and Helpers, who maintain, install, inspect, test, alter, and repair buses and other automotive vehicles and related bus shop equipment. They also supervise Cleaners, who clean, sweep, and wash buses, depots, and other facilities. They plan work and monitor production levels and trends; provide technical direction to maintenance employees; use a computerized information system to access information; perform safety assessments and quality audits; research technical and material availability problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports; 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 they experience are: working outdoors in all weather conditions; 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 bell, whistle and vocal warnings.

## Eligibility Requirements:

1. Is permanently (not provisionally) employed in the title of Bus Maintainer - Group A, Bus Maintainer - Group B, or Mechanical Maintainer - Group C; and
2. Is not otherwise ineligible.

## How to Apply:

For active MTA employees, apply using the MTA Business Service Center (BSC) employee portal at [www.mymta.info](http://www.mymta.info), and navigate to "My Job Search," by the last day of the application period. Non-active MTA employees must email us by the last day of the application period at [examsunit@nyct.com](mailto: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

## Selection Method / Admission Letter:

Candidates may be asked to participate in one or more of the following: an education and experience test, a written assessment, a practical skills assessment and/or a structured interview.

Applicants must keep their contact information (email, mailing, phone) up to date. The contact information you entered in your online profile with the MTA will be used to contact you. You can update your address and other contact information by logging into your MTA profile or by sending an email to [examsunit@nyct.com](mailto:examsunit@nyct.com).

## 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 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:** If you are considered for promotion to the title of Maintenance Supervisor (Surface), you must meet the requirements in "1" or "2" below at the time of promotion:

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other 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 a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions.

If you qualify under "2" above, your promotion will be subject to the receipt of a Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions within 120 days of promotion. If you fail to obtain the Class B CDL within 120 days of your promotion, your employment will be terminated or you will be returned to your previously held permanent title. 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 a passenger endorsement and no airbrake restrictions or any other 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 Maintenance Supervisor (Surface) 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 promoted, and if promoted, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be promoted to this safety-sensitive position.

**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 permanent 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 permanent title.

**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.