New York City Transit

NOTICE OF EXAMINATION

PROMOTION TO MAINTENANCE SUPERVISOR (REVENUE)
Exam No. 6709

WHEN TO APPLY: **From: 12/1/2025**

To: 1/15/2026

APPLICATION FEE: $96.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

TYPE OF TEST:

Multiple Choice Test, Supervisory Abilities Assessment & Report Writing Assessment

TEST DATE:

Multiple-Choice testing is expected to begin on Saturday, March 28, 2026

JOB DESCRIPTION:

Maintenance Supervisors (Revenue), at Assignment Level I**,** supervise and train Maintainers who test, diagnose and perform preventive maintenance on bus and subway electronic equipment (this includes diagnosing, troubleshooting, removing and replacing electronic circuit boards, wiring harnesses, electronic and electromechanical modular units and other components using schematics, digital multimeters, palmtop computers and other special test equipment); compile and analyze maintenance records to prepare reports; perform field equipment and employee audits; drive motor vehicles, including, but not limited to cars, light trucks, and vans; 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 electronic equipment; responding to sounds from warning bells, horns, and moving vehicles; distinguishing colors when assisting Maintainers; and walking between tightly spaced buses.

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.)

SALARY:

The current minimum salary for Maintenance Supervisor (Revenue) is $94,928 per annum for a 40-hour work week increasing to $111,680 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.

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 eligible title of Revenue Equipment 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 test(s) and/or assessment(s) 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE TEST:

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

You will be scheduled to take the tests on one of the dates listed in the above "Test Date" box. 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 Test Accommodations" subsection 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 supervisory abilities assessment and a qualifying report writing 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.

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 cannot be made once the eligible list is established.

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
  - Example: Walking a maintainer through the process of inspecting a turnstile
- **Technical Drawings**: The ability to read and interpret technical drawings
  - Example: Using a circuit schematic to trace the circuit you are working on
- **Rules and Regulations**: Knowledge of pertinent NYCT rules and regulations, procedures, and labor-management practices
  - Example: Recalling a procedure to use in an emergency situation
- **Administration and Management**: Knowledge of planning, coordination, and execution of business functions, resource allocation, and production
  - Example: Planning a weekend's maintenance work
- **Analysis**: The ability to identify problems, securing relevant information, relating data from different sources, and identify possible causes of problems
  - Example: Determining how much material is needed for emergency work
- **Decisiveness**: Readiness to make decisions, render judgments, take action, or commit oneself
  - Example: Deciding which jobs maintainers will be assigned for the day
- **Delegation:** Utilizing subordinates effectively; allocating decision-making and other responsibilities to the appropriate subordinates
  - Example: Assigning a new employee their weekly and daily call targets
- **Development of Subordinates**: Developing the skills and competencies of subordinates through training and developmental activities related to current and future jobs
  - Example: Training an employee on how to conduct peer training for new hires
- **Judgment**: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information and/or recognizing imaginative solutions and innovations in work-related situations
  - Example: Determining which assignments are high priority and should be completed as soon as possible
- **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
  - Example: Conducting quality control tests to ensure the project is completed according to specifications
- **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
  - Example: Preparing a list of assignments to your maintainers in priority order for the month
- **Sensitivity**: Actions that indicate a consideration for the feelings and needs of others
  - Example: Expressing empathy to a coworker who is going through a hard time
- **Conflict Management**: Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact
  - Example: Resolving a conflict among two of your assigned Maintainers

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

HOW TO SUBMIT AN APPLICATION:

If you believe you meet the requirements in the "Eligibility to Take Examination" section, you may submit an application during the application period. 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 Test Accommodations" subsection below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the MTA Business Service Center (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 Microsoft Edge, open a new window, and avoid having multiple tabs open in the same window.
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.

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.

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 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 testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the 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, parent-in-law, 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; or
7. Pregnancy, childbirth or a related medical condition.

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 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 email address**. All MTA employees must also visit the employee portal at** www.mymta.info **to update their contact information through the "BSC."**

All other correspondence should be sent to examsunit@nyct.com and must include "Maintenance Supervisor (Revenue), Exam No. 6709" in the Subject. Alternatively, you can mail your correspondence to the following address:

Maintenance Supervisor (Revenue), Exam No. 6709
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS:

Admission Letter: An Admission Letter will be emailed to you at least 10 days before the first date listed in the above "Test Date" box. If you do not receive an Admission Letter at least 10 days before this date, you must email a request for a duplicate Admission Letter to examsunit@nyct.com. A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their email address **up to date**. Please refer to the "Correspondence" section above for instructions on how to update your email address and other contact information.

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.

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.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of MTA New York City Transit. You can contact MTA New York City Transit by email at: examsmakeups@nyct.com.

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 email 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.

REQUIREMENTS TO BE PROMOTED:

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible title 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 that title. Additionally, you must have served permanently in an 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.

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.

PENALTY FOR MISREPRESENTATION:

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