



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

NOTICE OF EXAMINATION

LINE SUPERVISOR (SURFACE) Exam No. 6111

WHEN TO APPLY: From: 2/1/2026

To: 3/15/2026

APPLICATION FEE:

The application fee will be waived for this exam only. This is not a precedent for future exams.

TYPE OF TEST:

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

TEST DATE:

Multiple-Choice testing is expected to
begin on Saturday, April 25, 2026

JOB DESCRIPTION:

Line Supervisors (Surface) supervise Maintainers, Helpers and Apprentices who maintain, install, inspect, test, alter, and repair buses and other automotive vehicles and related bus shop equipment. They plan work and monitor production levels and trends; provide technical direction to maintenance employees; use a computerized 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. They may operate a bus for testing, evaluation or instructional purposes; and perform related work.

Some of the physical activities performed by Line Supervisors (Surface) and environmental conditions experienced are: working outdoors in all weather conditions; walking in and around 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 bell, whistle and vocal warnings.

Special Working Conditions: Line Supervisors (Surface) 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 AND BENEFITS:

The current minimum salary for Line Supervisor (Surface) is \$87,372 per annum for a 40-hour work week increasing to \$109,216 per annum in the sixth year of service. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period**, you must meet the following requirements:

1. One year of satisfactory full-time experience as a supervisor overseeing journey-level automotive mechanics (i.e., fully trained, proficient, knowledgeable, experienced, and competent) who troubleshoot and repair engines, transmissions, electrical systems, or HVAC systems in passenger automobiles, trucks, buses, aircraft, or marine vessels; **and**
2. Three years of satisfactory full-time experience as a journey-level automotive mechanic performing the work described in "1" above, plus completion of one of the following listed below **before obtaining your journey level experience:**
 - A. Two years of satisfactory full-time experience as a mechanic's helper, apprentice or trainee performing or assisting in the work described above; or
 - B. Graduation from a recognized trade school or technical school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics or a closely related field totaling at least 600 hours or more; or
 - C. Graduation from a vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics, or a closely related field; or
 - D. Graduation from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field.

NOTE: Two years of journey-level experience may be substituted for two years of helper-level experience described in "A" above.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you have qualifying part-time experience, it will be credited on a prorated basis.

The following are types of experience that are not acceptable: auto body and fender repair; auto or truck assembly; dealership make-ready repair; gas station service; oil and specialty replacement shop work, such as tire replacement, replacement of exhaust parts (muffler), transmission parts, brakes/braking systems, glass, climate control parts, etc.; and salvage and junkyard extraction.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

You are solely responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the test(s) and/or assessment(s) before we determine if you meet the qualification requirements. If you are marked "Not Qualified," you will **not** receive a score.

Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to MTA New York City Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

THE TEST:

The test will consist of three distinct components: a competitive multiple-choice test, a qualifying supervisory abilities assessment and a qualifying report writing assessment. The competitive multiple-choice test, qualifying supervisory assessment and qualifying report writing assessment may be given at a computer terminal or using paper and pencil/pen. All three components of the test 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 scheduled to take the tests as indicated 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.

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:

- **Automotive Theory:** Knowledge of maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories, utilizing safe work practices.
 - Example: Using proper automotive maintenance techniques to maintain a bus.
- **Electrical Theory/Schematics:** Knowledge of electronic and electrical theory and schematic reading.
 - Example: Utilizing Ohm's Law to calculate current.
- **Heavy Duty Machinery/Equipment:** Knowledge of maintenance, troubleshooting and repair of heavy-duty machinery equipment and diesel equipment including buses, trucks, construction vehicles, construction equipment, and generators utilizing safe work practices.
 - Example: Repairing a piece of equipment that has stopped working.
- **Pneumatic Equipment:** Knowledge of pneumatic devices and principles; ability to install, maintain, troubleshoot/test with standard testing equipment and repair pneumatic devices utilizing safe work practices.
 - Example: Troubleshooting a piece of equipment that is running under normal operating pressure.
- **Rules and Regulations:** Knowledge of standard operating procedures in accordance with MTA MaBSTOA Rules and Regulations.
 - Example: Informing subordinates of workplace policies regarding time-off request.
- **Number Facility:** Ability involving the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly. These can be steps in other operations, such as finding percentages and taking square roots.
 - Example: Performing mathematical calculations using track markers to determine the current location.
- **Schematics:** Ability to read and interpret schematics containing specifications, drawings, and other related areas.
 - Example: Using a circuit schematic to trace the circuit you are working on.
- **Administration and Management:** Ability to plan, coordinate and execute business functions, allocate resources, and manage production.
 - Example: Planning a weekend's maintenance work.
- **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 work orders in priority order.
- **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 maintainers.
- **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.
- **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 checks on the maintenance work to ensure the project is completed according to specifications.
- **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
 - Example: Determining how much material is needed for emergency work.
- **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual data.
 - Example: Determining which assignments are high priority and should be completed as soon as possible.
- **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.
 - Example: Explaining the specialized vocabulary used within the automotive field or profession.
- **Sensitivity:** Actions that indicate a consideration for feelings and needs of others.
 - Example: Expressing empathy to a maintainer who is struggling with an assignment.
- **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.
- **Forms and Records:** Knowledge of forms and records commonly used by Supervisors, when to use them and how to complete them.
 - Example: Completing a G-2 based on an incident you observed in the depot.

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.

HOW TO OBTAIN AN APPLICATION:

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nycct.com 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.

HOW TO SUBMIT AN APPLICATION:

You must submit an application during the application period, and applications will **not** be accepted in person.

Online Applications:

1. If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the MTA Business Service Center (BSC) employee portal at www.mymta.info). 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. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (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.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special test accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nycct/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 test 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 the Examinations Unit 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 your employer. 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 "Line Supervisor (Surface), Exam No. 6111" in the Subject. Alternatively, you can mail your correspondence to the following address:

Line Supervisor (Surface), Exam No. 6111
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS:

Admission Letter or Notice of Proposed Disqualification: An Admission Letter or a Notice of Proposed Disqualification 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 or Notice of Proposed Disqualification at least 10 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification 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 any communication or internet-capable devices, including but not limited to 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, and 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, and your test score may **be nullified**.

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 the Examinations Unit. You can contact the Examinations Unit by email at: examsmakeups@nyct.com.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

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, and your test score may be nullified.

THE TEST RESULTS:

If you pass the competitive multiple-choice test, qualifying supervisory abilities assessment, and qualifying report writing assessment, and meet the education and experience requirements, 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 appointment when your name is reached on the eligible list.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment, you must possess a Motor Vehicle Driver License valid in the State of New York.

Within 14 days of appointment, you must obtain a Learner Permit for a Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no airbrake restrictions, or any other disqualifying restrictions. Additionally, a Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions, and no other disqualifying restrictions must be obtained within 120 days of appointment. Failure to do so may result in termination. If you have serious moving violations, a license suspension, or an accident record, you may be disqualified.

The Class A or Class B CDL with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license must not include any restrictions which would preclude the performance of Line 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 appointed, and if appointed, 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 appointed to this safety-sensitive position.

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with any MTA agency.

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.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

Promotion Examination: A promotion examination for this title is being held for eligible MaBSTOA employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

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