MTA Bus

NOTICE OF EXAMINATION

PROMOTION TO BUS MAINTENANCE SUPERVISOR
Exam No. 6411

WHEN TO APPLY: **From: 2/1/2026**

To: 2/28/2026

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:

Bus Maintenance Supervisors, supervise Bus Maintainers (Chassis) and other maintenance and transportation titles performing the maintenance, installation, inspection, testing, alteration, shifting, and repair of buses and other automotive vehicles and related bus shop equipment; plan work and monitor production levels and trends; use a computerized information system to access data; perform safety assessments and quality audits; perform diagnoses and troubleshooting of bus systems; research technical problems; perform inspection work and research on new equipment; forecast material, tool and equipment requirements; keep records and write reports; operate a bus for testing, evaluation or instructional purposes; and perform related work.

Some of the physical activities performed by Bus Maintenance Supervisors and environmental conditions they experience are: working outdoors in all kinds of weather; walking in and around bus garages; climbing and walking on fuel, oil and gasoline trucks; making visual inspections of equipment; distinguishing colors; reading gauges and prints; and hearing warnings (bells, whistle and vocal).

Special Working Conditions: Bus Maintenance Supervisors 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 Bus Maintenance Supervisor is $41.89 per hour for a 40-hour work week increasing to $52.36 per hour in the sixth year of service. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of MTA Bus Company who **on the first date of the multiple-choice test:**

1. Is employed in the title of Bus Maintainer (Chassis); and
2. Is not otherwise ineligible.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. You may be given the test(s) and/or assessment(s) before we verify your eligibility. If you are marked “Not Eligible,” you will **not** receive a score.

This examination is **not** open to employees of MTA New York City Transit or MaBSTOA, or to employees of MTA agencies other than MTA Bus Company.

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 abilities 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 will 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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 MTA Bus Company or one of the private bus companies consolidated under MTA Bus Company to a maximum of 100 for 10 years or more of eligible service. Partial seniority credit will be given for each day served as an MTA Bus Company 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:

- **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 Bus Company 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 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 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. 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.

If you submit an application for this promotion examination and you also submit an application for the open competitive examination for Bus Maintenance Supervisor, Exam No. 6311, you will only be permitted to take the test(s) for this title one time.

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 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 "Promotion to Bus Maintenance Supervisor, Exam No. 6411" in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Bus Maintenance Supervisor, Exam No. 6411
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 not permitted. 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.

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.

Proof of Identity: You must present your MTA Bus 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 employed in that title. Additionally, you must have served 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.

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

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

Within 14 days of promotion, 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 promotion. Failure to do so may result in termination or a return 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 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 Bus Maintenance Supervisor 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 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.

PENALTY FOR MISREPRESENTATION:

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