

Job Description

Job Title: Storeroom Supervisor
Exam No. 7208
Location: Various
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Information:

Last Date of Filing: September 30, 2026

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

Department: Buses

Division/Unit: Storerooms

Reports to: Supervisor

Work Location: Various

Hours of Work: Various

Compensation:

Salary Range: The current minimum salary for Storeroom Supervisor is \$86,607 per annum increasing to \$108,256 per annum in the sixth year of service. These rates are subject to change.

Responsibilities:

Storeroom Supervisors perform supervisory work at varying degrees of difficulty and responsibility involving the receipt, checking, classification, storage, distribution, and issuance of materials and supplies at the storerooms of MTA New York City Transit. They supervise employees engaged in the loading and unloading of trucks, unpacking, counting, sorting, marking, verifying, and placing of materials and supplies received on pallets, shelves, and in bins, filling of requisitions, and in taking inventory. They identify and handle obsolete materials, weigh scrap, make payments of freight charges, conduct research and provide data associated with the processing of disbursements; prepare reports and keep records; operate computers and perform functions related to updating the inventory management systems; drive motor vehicles; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Storeroom Supervisors include working in and around a warehouse with moving machinery and equipment, such as automated storage systems, carousels, conveyors, hi-los, lift trucks, and all other types of material handling equipment.

Special Working Conditions: Storeroom Supervisors may be required to work various shifts, including nights, Saturdays, Sundays and holidays.

Eligibility Requirements:

1. Is employed in the eligible title of Stock Worker (MaBSTOA); and
2. Is not otherwise ineligible.

How to Apply:

If you meet the License Requirements above, you can submit an online application by clicking on the "APPLY NOW" button from either the CAREERS page or from the JOB DESCRIPTION page. If you have previously applied online for other positions, enter your Username and Password. If it is your first registration, click on the [CLICK HERE TO REGISTER](#) hyperlink and enter a User Name and Password; then click on the REGISTER button.

Selection Method / Admission Letter:

Candidates may be asked to complete an education and experience test paper and also participate in one or more of the following assessments: written, practical skills and/or 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.

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 or your name must appear on a Preferred List for the 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.

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

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

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.

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.

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