Job Description: Supervisors (Stations), under general supervision, supervise staff engaged in the receipt and remittance of revenue, customer service, the operation of station controls, the manual, mechanical and specialized cleaning of stations and environs, track tile cleaning, and refuse collection. They supervise and assign station personnel; conduct booth audits to ensure revenue accountability; provide customer service; conduct inspections and recommend appropriate action to improve the condition of stations and station equipment; prepare and analyze reports; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Supervisors (Stations) and environmental conditions experienced are: working outdoors in all weather conditions; walking along subway tracks; stepping over rails (including live third rails); climbing and descending ladders and stairs; distinguishing colors of lights; and working with chemicals such as acid, ammonia and bleach.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

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

Salary: The current minimum salary is $54,488 per annum. This rate is subject to change. 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 the agency.

Eligibility to Take Examination: This examination is open to each employee of New York City Transit who on the date of the multiple-choice test:

1) Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Station Agent or Cleaner (Transit Authority) who performs or has performed cleaning duties in a station environment; or
2) Is employed in the labor class title of Transit Cleaner who performs or has performed cleaning duties in a station environment; and
3) 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.)

Pursuant to Rule 5.3.3 (b) of the Personnel Rules and Regulations of the City of New York, for the purposes of this examination only, admission is extended on a collateral basis to employees who perform or have performed cleaning duties in a station environment who are in the competitive class title of Cleaner (Transit Authority) or who are in the labor class title of Transit Cleaner.

If you do not know if you are eligible, check with your department’s Human Resources representative. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. 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 the MTA Bus Company.

Read carefully and save for future reference.
ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in one of the eligible titles as 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 eligible title at the time of promotion.

Additionally, employees serving in the eligible titles of Cleaner (Transit Authority) or labor class Transit Cleaner who perform or have performed cleaning duties in a station environment must have completed two years of permanent service beyond the end of the probationary period in that title prior to promotion to Supervisor (Stations).

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Drug Screening Requirement: Supervisors (Stations) must pass a drug screening in order to be promoted.

HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination online at http://www.mtabsc.info/ or in person at the MTA Exam Information Center as indicated below.

MTA EXAM INFORMATION CENTER: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

REQUIRED FORM:

Application: Make sure that you follow all instructions included with your Application, including payment of fee. Save a copy of the instructions for future reference.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE: You may apply by internet or mail.

New York City Transit will not accept applications in person.

Online Applications:
1. You may apply over the internet using the online application system by the last day of the application period at the following link: http://www.mtabsc.info/
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be sent a confirmation email after you complete your application and pay the application fee.
   Applicants who request a fee waiver must apply by mail.

Applications by Mail must:
1. Include your completed Application.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the “Correspondence Section” of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order Preferred) must:
1. Be made payable to NYC Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, the exam title and the exam number.

Save your money order receipt for future reference and proof of filing an application.

Cash and personal checks will not be accepted.

ADMISSION LETTER: You should receive an Admission Letter in the mail about 10 days before the date of the multiple-choice test. If you do not receive an Admission Letter at least 4 days before the date of the multiple-choice test, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above) or you may call (347) 643-7221 or (347) 643-7222.

Employees must keep their official mailing address up to date. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the Admission Letter.

PROOF OF IDENTIFICATION:
You must present your employee ID when you arrive to take the multiple-choice test.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 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 or labor class titles. Your service will be credited through the date of the 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.

The multiple-choice test may include questions on: safe and efficient work procedures; proper use of materials and supplies; station inspection procedures; departmental nomenclature; job-related arithmetic; supervision of personnel in accordance with New York City rules, regulations, policies and procedures; and other related areas.
THE TEST RESULTS: If you pass the multiple-choice test 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 mail 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult with your department’s Human Resources representative to determine the procedure for filing 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 on or before the first date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your Application and mail your request to the address found in the “Correspondence Section” below no later than 30 days prior to the scheduled test date.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness;
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty; or
5. A clear error for which New York City Transit is responsible.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the “Correspondence Section” below.

CORRESPONDENCE SECTION:

All correspondence, including the submission of your application, must be sent to the address below:

Promotion to Supervisor (Stations), Exam # 3702
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201