

# Memorandum



**Metropolitan Transportation Authority**  
MTA Bus Company

**Date** July 14, 2016

**To** All TSO-106 Maintenance Line Supervisors

**From** Jesse Seder, AGM Strategic Planning and Development- CMF

**Re** Zerega Ave Central Maintenance Resume Position Vacancy

**Location:** Central Maintenance Facility – Zerega Ave.

**Tour/Hours Days Work:** See below. Tour and RDOs are subject to change in accordance with the CBA.

**Responsibilities:** This position will be responsible for scheduling and planning work to be performed by the Central Maintenance Facility, which will include but not be exclusive to the overhauls.

**Requirements:** Incumbent will perform the following: Pre-inspection and Triage Reports, At/For Shop Report coordinate bus moves between Shop and Depot, maintain bus folders, book Shop floor, on-site vehicle reconciliation, monitor and order fluids/grease, coordinate dumpster and trash compactor pick up, photo copy forms and documents, provide GS Maintenance daily package, torque wrench tracking and accountability, coordinate Shop laptop computer updates, review and monitor location security check sheets, review and monitor Powered Industrial Truck (PIT) check sheets, and other administrative duties as reasonably necessary. Serve as the Line Supervisor Representative during the monthly Safety Walk Committee.

| Description                   | Tour                         | Name | Pass Number | Selected Y/N |
|-------------------------------|------------------------------|------|-------------|--------------|
| Administration / Shop Support | 6:00AM-2:00PM<br>RDO Sat/Sun |      |             |              |

Send resumes to Jesse Seder, AGM Strategic Planning and Development, 48-05 Grand Ave, Maspeth NY 11378

**Last Date for Filing:** Resumes must be received by November 30th, 2016.

**Selection Method:** Evaluation of resume, experience, interview, attendance, and disciplinary history.

**This position may only be filled by a current MABSOTA Line Supervisors. No other resumes from any other department will be accepted.**