



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO HEATING PLANT TECHNICIAN (HOUSING AUTHORITY) Exam. No. 7521 New York City Housing Authority

WHEN TO APPLY: From: September 5, 2007 **APPLICATION FEE: \$30.00**
To: September 25, 2007 Payable by mail by money order to DCAS (EXAMS),
or payable online by credit card, bank card, or
debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 1, 2007.**

WHAT THE JOB INVOLVES: Heating Plant Technicians (Housing Authority), under supervision, operate heating and domestic hot water boilers in public housing developments. Heating Plant Technicians (Housing Authority) stand watch and fire low pressure boilers; maintain, adjust, and make repairs to boilers, industrial oil burners, heating and domestic hot water equipment and all auxiliaries; keep logs and make reports as required; and perform related work.

Special Working Conditions: Heating Plant Technicians (Housing Authority) are required to work shifts, including nights and weekends, on a rotating basis.

Some of the physical activities performed by Heating Plant Technicians (Housing Authority) and environmental conditions experienced are: using vision to read small numbers and markings on gauges and equipment; using vision and hearing to avoid injury from overhead piping and rotating machinery; communicating orally in a noisy working environment; climbing stairs, ladders and over boiler room equipment; standing upright for extended periods of time; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; working in confined areas inside boilers and under piping which may be dusty and dark; lifting metal objects weighing up to 60 pounds; and working with alkaline and acidic chemicals used in boiler water treatment.

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

THE SALARY: The current minimum salary is \$27,090 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, browse to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Housing Authority 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 Competitive Class title of Housing Caretaker or the Labor Class title of Caretaker (Housing Authority), or is employed in the Non-Competitive Class title of Emergency Service Aide (Housing Authority); and
- (2) has satisfactorily completed the training course "Fundamentals of Heating Plant Operations" given by organizations approved by the New York City Housing Authority; 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.)

For this examination only, eligibility is extended to employees holding the above competitive class, labor class or non-competitive class positions which have been determined by the Department of Citywide Administrative Services to be in related or collateral lines of promotion.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not know if you are eligible, check with **your agency's personnel office**. 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 the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: For all eligible titles, you must have completed your probationary period in an eligible title. Additionally:

At the time of promotion from the eligible titles of Housing Caretaker or Caretaker (Housing Authority), you must be either permanently employed in the eligible title or your name must appear on a Preferred List for the title. In addition, you must have been permanently employed in the eligible title for at least one year.

At the time of promotion from Emergency Service Aide (HA), you must be employed in the eligible title and you must have been employed in the title for at least one year.

Note: Employees who have passed probation in any eligible title, but who, at the time of promotion are serving in another eligible title, but have not yet passed probation for that title, are nevertheless eligible for promotion. Time served prior to a break in service of more than one year will not be credited toward meeting the above requirements.

REQUIRED FORM:

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

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 ½ 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, labor or non-competitive 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 the operation, maintenance and repair of boilers and related equipment and tools used in a low pressure boiler plant; proper work, environmental and safety boiler room practices; arithmetic; basic electrical and mechanical principles; piping; record keeping; and other related areas.

There will also be a qualifying practical test. A score of at least 70% is required to pass the qualifying practical test. Candidates who pass the multiple-choice test will be scheduled to take the qualifying practical test. In the qualifying practical test, candidates may be required to demonstrate knowledge and skill in: the operation, maintenance and repair of boilers and related equipment; safety practices and procedures; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and the qualifying practical 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 **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) you are absent from work for at least one-half of the application period and cannot 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 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 and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

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 caused by municipal employment;
- (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 the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91619; Housing Maintenance and Custodial Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas