



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER

MICHAEL R. BLOOMBERG  
Mayor

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Commissioner

**NOTICE  
OF  
EXAMINATION**

**STATIONARY ENGINEER (HHC)  
Exam. No. 8130  
(For the Health and Hospital Corporation Only)  
AMENDED NOTICE - July 1, 2009**

**WHEN TO APPLY:** From: July 1, 2009  
To: July 7, 2009

**APPLICATION FEE: \$60.00**  
Payable by mail by money order to DCAS (EXAMS)  
or payable online by credit card, bank card, or debit  
card.

**The Notice of Examination is amended to reopen filing from July 1, 2009 through July 7, 2009. Candidates who filed previously need not file again.**

**WHAT THE JOB INVOLVES:** Stationary Engineers (HHC), under supervision, operate, maintain and adjust steam power plant and electro-mechanical building equipment. They operate, maintain and adjust boilers, furnaces, engines, pumps, heat exchangers, generators, motors, chillers, cooling towers, equipment for heating, ventilating, air conditioning, lighting and associated equipment in public buildings; make periodic inspections of equipment and minor repairs to such equipment; perform preventive maintenance; test, treat and maintain water systems; take responsible charge of a watch, and while so engaged are responsible for and direct subordinate personnel; may operate control consoles in control rooms; prepare requisitions for materials and spare parts; instruct and train subordinates and other personnel; read meters, gauges, and other recording devices and log the data; keep records and make reports; and as directed, inspect low pressure boilers in accordance with a unified inspection procedure instituted by the New York City Department of Buildings. All Stationary Engineers (HHC) perform related work.

Some of the physical activities performed by Stationary Engineers (HHC) and environmental conditions experienced are: working in confined areas in a physical plant, including the boiler room, heating and ventilating room; walking up and down stairs; climbing up and down ladders; shoveling coal; handling chemicals; and being around hazardous materials, such as asbestos and infectious waste.

**Special Working Conditions:** Stationary Engineers (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$49.21 per hour. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, 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 Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**.

DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

**License/Certificate Requirement:** By the last day of the Application Period you must possess a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, a valid Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) issued by the New York City Fire Department, and a Chlorofluorocarbon (CFC) Certificate for Handling Refrigerants issued by the United States Environmental Protection Administration. These licenses and certificates must be maintained for the

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duration of employment. You must complete all parts of Section C of the Education and Experience Test Paper, giving all required information on these licenses/certificates in order to qualify.

For certain positions, you will be required, within 90 days from the day of appointment, to obtain a valid certificate of fitness for Standpipe, Automatic Sprinkler, Air Compressor, Bulk Oxygen, Maintain Inside Alarm Systems, Sprinkler System with Fire Pumps, Autodry Sprinkler System, Torch Use of Flammable Gasses for Cutting and Welding and/or any other site specific required certification issued by the New York City Fire Department.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Medical Requirement:** In accordance with applicable Federal, State and local laws and regulations, the NYC Health and Hospital Corporation has established medical standards for this position. Accordingly, you will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, you will be subject to a drug screening test prior to the date of appointment.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the New York City Health and Hospital Corporation.

#### REQUIRED FORMS:

1. **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.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **Fill out Section B to indicate your experience and Section C to indicate your possession of a High Pressure Boiler Operating License, Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity), Chlorofluorocarbon (CFC) Certificate for Handling Refrigerants and Section D (Optional) to indicate your interest in Selective Certification.** This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records and Special Insert for your records.

**THE TEST:** Your score will be determined by an experience and license/certificate test. Your score on this test will be used to determine your place on an eligible list. On the experience and license/certificate test you will receive a score of 70 points for meeting the license/certificate requirement listed above. After this requirement is met, you will receive additional credit up to a maximum of 30 points on the following basis:

#### Additional Credit:

1. For full-time satisfactory experience operating a high pressure boiler in a Hospital or Long Term Care Facility in possession of a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, a valid Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) issued by the New York City Fire Department and a Chlorofluorocarbon (CFC) Certificate for Handling Refrigerants issued by the United States Environmental Protection Administration, you will receive:
  - A. 10 points for at least 1 year of experience but less than 2 years; or
  - B. 20 points for at least 2 years of experience but less than 5 years; or
  - C. 30 points for at least 5 years of experience.
2. For full-time satisfactory experience operating a high pressure boiler in possession of a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, a valid Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) issued by the New York City Fire Department and a Chlorofluorocarbon (CFC) Certificate for Handling Refrigerants issued by the United States Environmental Protection Administration, you will receive:
  - A. 5 points for at least 1 year of experience but less than 2 years; or
  - B. 10 points for at least 2 years of experience but less than 5 years; or
  - C. 20 points for at least 5 years of experience
3. For full-time satisfactory experience operating a high pressure boiler in possession of a valid license issued by the United States Coast Guard Marine Inspection Service, you will receive:
  - A. 2 points for at least 1 year of experience but less than 2 years; or
  - B. 5 points for at least 2 years of experience but less than 5 years; or
  - C. 10 points for at least 5 years of experience.

You will receive a maximum of one year of experience credit for each year you worked, up to a maximum of ten years of experience. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Experience, license, and certification must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the experience and license/certificate test, your name will be placed in final score order on an HHC 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 appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Reemployment of public service retirees:** HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

**Selective Certification:** You may be considered for appointment to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Selective Certification for positions requiring a Certificate of Equivalent Instructions and/or a Restricted Asbestos Investigator Certificate issued by the New York City Department of Environmental Protection:** If you have a Certificate of Equivalent Instructions and/or a Restricted Asbestos Investigator Certificate issued by the New York City Department of Environmental Protection and wish to be considered for Selective Certification, state “**Asbestos**” in Section D on page 4 of the Education and Experience Test Paper. If you are appointed through this Selective Certification, you must maintain your Restricted Asbestos Investigator Certificate for the duration of your employment.

**Selective Certification for positions requiring a Certificate of Hazardous Materials issued by an OSHA-approved program:** If you have a Certificate of Hazardous Materials issued by an OSHA-approved program and wish to be considered for Selective Certification, state “**Hazardous Material**” in Section D on page 4 of the Education and Experience Test Paper. If you are appointed through this Selective Certification, you must maintain your Certificate of Hazardous Materials for the duration of your employment.

**Application Receipt:** If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

This examination is for positions within the Health and Hospitals Corporation only. If you would like to apply for Stationary Engineer in agencies under the jurisdiction of DCAS, you must submit a separate application and fee for Examination No. 8129 from June 3, 2009 through June 23, 2009.

**Promotion Test:** A promotion examination for this title is being held for eligible HHC employees. The names appearing on the promotion list will be considered first in filling vacancies.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 916440; Skilled Craftsman and Operative Service.

For information about other exams, and your exam, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)