



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**PROMOTION TO STATIONARY ENGINEER (HHC)
Exam. No. 8578
(For the Health and Hospital Corporation Only)**

WHEN TO APPLY: From: June 3, 2009
To: June 23, 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.

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 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, go to the Online Application System (OASys) at 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Health and Hospitals Corporation (HHC), who **on the last day of the application period:**

- (1) holds a permanent (not provisional) appointment or appears on a Preferred List (see Note, below) for the title of Plant Maintainer (Hospitals)/ Oiler; or Plant Maintainer (Hospitals)/Tender; and
- (2) 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State

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Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your facility's personnel office**. 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.

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. 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. These licenses/certificates must be maintained for the duration of employment.

For certain positions, eligibles will be required, within 90 days from the day of promotion, 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.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year.

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.

THE TEST: You will be given 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 eligibility, license, and certificate requirements listed above. After these requirements are 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/certificates test and are marked eligible, 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, eligibilities, and conditions, you will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification: You may be considered for promotion 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 Instruction and/or a Restricted Asbestos Investigator Certificate issued by the New York City Department of Environmental Protection: If you have a Certificate of Equivalent Instruction 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 promoted 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 promoted 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. 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, 14th 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.

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.

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, NY, NY.

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