



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

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

SENIOR STATIONARY ENGINEER
Exam No. 2037
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

<p>WHEN TO APPLY: From: March 7, 2012 To: March 27, 2012</p>	<p>APPLICATION FEE: \$96.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 16, 2012.</p>	

WHAT THE JOB INVOLVES: Senior Stationary Engineers, under direction, are in responsible charge of the operation, maintenance and repair of all utilities in large public buildings and of steam power plants, chillers, refuse incinerator plants, swimming pools and skating rinks. They take responsible charge of the operation, maintenance, and repair of plant equipment such as boilers, furnaces, refuse incinerators, pumps, fans, engines, turbines, generators, electrical equipment, heating and ventilating equipment, and air conditioning and refrigeration systems; may operate or supervise the operation of control consoles in control rooms; are in responsible charge of the operation, maintenance and repair of mechanical, electrical, and plumbing equipment in swimming pools and skating rinks; supervise assigned personnel; prepare work schedules and direct the assignment of personnel; prepare equipment and material requisitions required for operation, maintenance and repair; direct and evaluate studies of operating procedures; determine and direct work procedures; keep records and write reports; and may operate a motor vehicle in the performance of assigned duties. All Senior Stationary Engineers perform related work.

Some of the physical activities performed by Senior Stationary Engineers and environmental conditions experienced are: Communicating orally in a noisy environment; climbing stairs, ladders, and over equipment; standing upright for extended periods of time; walking over wet and slippery surfaces; working on surfaces at substantial height.

(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: Senior Stationary Engineers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is \$54.51 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, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
 2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. One year of full-time experience as a stationary engineer in charge of a high pressure plant supervising at least three stationary engineers in the operation, maintenance and adjustment of high-pressure boilers; and
2. A valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings. This license must be maintained for the duration of your employment.

You may be given the test before we verify your qualifications. 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.

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 City of New York.

REQUIRED FORMS:

1. **Application for Examination:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections B, C, and D (optional)**. 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. **If you are applying online**, follow the online instructions. **If you are applying by mail**, 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. Be sure to write your examination number and social security number on each of the remaining pages of this form.

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, New York, NY 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test may include questions on the operation, maintenance and repair of all utilities in large public buildings such as steam power and/or refuse incinerator plants, electrical systems, heating and ventilating equipment; supervision; personnel relations; job related calculations; standards of proper employee ethical conduct; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

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

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. These requirements 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. Your license/certificates will be checked by the appointing agency at the time of appointment.

Selective Certification for positions requiring a Certificate of Equivalent Instructions issued by the New York City Department of Environmental Protection: If you have a Certificate of Equivalent Instructions issued by the New York City Department of Environmental Protection and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Certificate of Equivalent Instruction for the duration of your employment.

Selective Certification for positions requiring a Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) issued by the New York City Fire Department: If you have a Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) for the duration of your employment.

Selective Certification for positions requiring a Standpipe Certificate and an Automatic Sprinkler Certificate issued by the New York City Fire Department: If you have a valid Standpipe Certificate and a valid Sprinkler Certificate and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Standpipe and Sprinkler Certificates for the duration of your employment.

Selective Certification for positions requiring a Certificate of Fitness for Air Compressors issued by the New York City Fire Department: If you have a valid Certificate of Fitness for Air Compressors and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Certificate of Fitness for Air Compressors for the duration of your employment.

Selective Certification for positions requiring a Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency: If you have a Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Chlorofluorocarbon (CFC) Certificate for handling refrigerants for the duration of your employment.

Selective Certification for Driver license: If you have a driver license that is valid in the State of New York, you may be considered for appointment to positions requiring this license. Follow the instructions given in the test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your driver license for the duration of your employment.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91638; Skilled Craftsman and Operative Service.

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