



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 INFORMATION

APPLICATION

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

# NOTICE OF EXAMINATION

## PROMOTION TO STATIONARY ENGINEER (ELECTRIC)

Exam No. 4538

**WHEN TO APPLY:** From: March 5, 2014

**APPLICATION FEE:** \$96.00

To: March 25, 2014

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**THE TEST DATE:** The multiple-choice test is expected to be held on Saturday, June 14, 2014.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Stationary Engineers (Electric), under general supervision, operate, inspect, maintain, and adjust high and/or low voltage electrically powered plant equipment including diesel engines. They operate, inspect, maintain, repair, test and adjust equipment such as: generators, pumps, transformers, electric motors, bearings, switchboards, controllers, compressors, meters, gauges, valves, fittings, heating apparatus, converters, rectifiers, controls, circuit breakers, etc; operate dual and tri-fuel engines, generators, pumps, blowers, high tension switchboards and electrical equipment (permanent and portable); oil, clean, and make minor repairs to this equipment; read meters, gauges, and recording devices; keep records; prepare reports; take responsible charge of a watch, and while so engaged are responsible for and direct subordinate personnel; instruct and guide subordinates and other personnel; oversee the corrective and preventive maintenance of equipment and structures; perform inspections and assessments of assigned facility; may monitor telemetry of Collection System Operations; direct operations to prevent bypassing; maintain combined sewer overflow retention facilities, inflatable dam in-line storage facilities, and in-situ aeration of water bodies; and may operate a motor vehicle. All Stationary Engineers (Electric) perform related work.

Some of the physical activities performed by Stationary Engineers (Electric) and environmental conditions experienced are: working near high voltages (**600 volts or more**); lifting and carrying objects weighing approximately fifty pounds; using power driven and regular hand tools; working with hands at arms length overhead while standing on ladders; standing for an extended period of time; working in confined areas and in restricted spaces on surfaces such as metal gratings; working in temperatures ranging from 0° Fahrenheit to 105° Fahrenheit in varying atmospheric conditions such as high and low humidity; working in the presence of toxic and/or corrosive chemicals and moving parts of machinery and equipment.

**Special Working Conditions:** Stationary Engineers (Electric) may be required to work shifts including nights, Saturdays, Sundays, and holidays. Employees will be paid salary differentials for such work.

(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 \$45.49 per hour for a 40 hour work week. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. 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, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Department of Environmental Protection who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Oiler or Senior Sewage Treatment Worker; 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 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 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 your 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:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, to obtain a duplicate notice.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. 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 1/2 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 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Stationary Engineer (Electric). Task categories to be tested are as follows:

Operation and Maintenance

Monitoring

Safety

Interpretation and Revision of Drawing

Supervision

Administrative Duties

The test may include questions on operating, troubleshooting and repairing high and/or low tension electrical equipment (600 volts or more) and mechanical equipment (i.e. pumps, motors, engines and HVAC equipment and systems); safe working practices and procedures; industrial plumbing work; proper use and selection of tools, equipment and testing instruments; electricity (i.e. three-phase and single-phase); electronics; mechanical, hydraulic, and pneumatic principles; instrumentation, controls, and recording devices; drawings, schematics, plans and blueprints; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

**Analytical Thinking:** analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: A Stationary Engineer (Electric) monitors and analyzes a telemetry system to identify any problems.

**Planning & Organizing:** establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: A Stationary Engineer (Electric) plans and then assigns work to subordinates/personnel.

**Monitoring:** monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Example: A Stationary Engineer (Electric) oversees and evaluates work performed by subordinates/personnel.

**Time Management:** managing one's own time and the time of others in order to promote effective use of work hours. Example: A Stationary Engineer (Electric) assesses the time needed to repair a mechanical equipment.

**Stress Tolerance:** accepting criticism and dealing calmly and effectively with high stress situations. A Stationary Engineer (Electric) deals effectively but calmly while addressing an emergency in a pumping station.

**Written Comprehension:** understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: A Stationary Engineer (Electric) understands work orders and manufacturer's catalogs.

**Written Expression:** appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: A Stationary Engineer (Electric) writes notes free of grammatical errors.

**Teamwork:** developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: A Stationary Engineer (Electric) works with personnel in repairing a motor.

**Attention to Detail:** being careful about detail and thorough in completing work tasks. Example: A Stationary Engineer (Electric) carefully and safely removes and replaces a motor.

**Updating & Using Relevant Knowledge:** keeping up-to-date technically and applying new knowledge to the job. Example: A Stationary Engineer (Electric) utilizes computer software to implement timekeeping of personnel.

**Warning:** 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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 pass the multiple-choice 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.

#### **ADDITIONAL INFORMATION:**

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of promotion. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Selective Certification for Grade 3A Operator Certificate:** If you possess or expect to obtain certification as a Grade 3A Operator of Public Sewage Treatment Plants by the New York State Department of Environmental Conservation ("NYS DEC") within eighteen (18) months of promotion as a Stationary Engineer (Electric), you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. [Note: The training, education and experience requirements for certification as a Grade 3A Operator may be obtained by calling the NYS DEC at (518) 402-8545 or (718) 482-4900, or by visiting the NYS DEC website at [www.dec.ny.gov](http://www.dec.ny.gov)]. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate in the Wastewater Treatment Plants, in the Bureau of Wastewater Treatment, operated by the NYC Department of Environmental Protection. **This Certificate must be maintained for the duration of the assignment.**

At the time of promotion, the promoting officer will review your education and experience to determine whether you currently possess this certification or will be able to complete the requirements for the Grade 3A Operators Certificate within a maximum of 18 months from the promotion date. If it is determined that you do not currently possess this certification and will not be able to complete these requirements within this time period, you will not be qualified to be promoted to such positions and your name will be removed from the Selective Certification List. However, your name will remain on the general list for Stationary Engineer (Electric). Additionally, if, during the life of the eligible list established for this examination, you become qualified for this Selective Certification, you may request to have your name restored or added to the Selective Certification.

In order to successfully complete the probationary period, eligibles promoted from this Selective Certification must, by the end of the probationary period, complete all requirements for certification as a Grade 3A Operator. The probationary period for this position is one year; however, individuals who are promoted and have not

completed all requirements for the certificate by the end of the one year probationary period will have their probation extended for six months. Individuals who are promoted who have not completed all requirements for the certificate by the end of eighteen months will be demoted.

**Selective Certification for Grade 3 Operator Certificate:** If you possess or expect to obtain certification as a Grade 3 Operator of Public Sewage Treatment Plants by the New York State Department of Environmental Conservation ("NYS DEC") within eighteen (18) months of promotion as a Stationary Engineer (Electric), you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. [Note: The training, education and experience requirements for certification as a Grade 3 Operator may be obtained by calling the NYS DEC at (518) 402-8016 or (718) 482-4900, or by visiting the NYS DEC website at [www.dec.ny.gov](http://www.dec.ny.gov).] If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate in the Wastewater Treatment Plants, in the Bureau of Water Supply, operated by the NYC Department of Environmental Protection. **This Certificate must be maintained for the duration of the assignment.**

At the time of promotion, the appointing officer will review your education and experience to determine whether you currently possess this certification or will be able to complete the requirements for the Grade 3 Operators Certificate within a maximum of eighteen (18) months from the promotion date. If it is determined that you do not currently possess this certification and will not be able to complete these requirements within this time period, you will not be qualified to be promoted to such positions and your name will be removed from the Selective Certification List. However, your name will remain on the general list for Stationary Engineer (Electric). Additionally, if, during the life of the eligible list established for this examination, you become qualified for this Selective Certification, you may request to have your name restored or added to the Selective Certification.

In order to successfully complete the probationary period, eligibles promoted from this Selective Certification must, by the end of the probationary period, complete all requirements for certification as a Grade 3 Operator. The probationary period for this position is one year; however, individuals who are promoted who have not completed all requirements for the certificate by the end of the one year probationary period will have their probation extended for six months. Individuals who are promoted and who have not completed all requirements for the certificate by the end of eighteen months will be demoted.

If you are promoted from a Selective Certification list, your name will be removed from the general list.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet any of these requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - TEEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the selective certification you are requesting on your correspondence.

#### **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.

**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 where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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 Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at The DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.  
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For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)