



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

<b>REQUIRED INFORMATION</b>
APPLICATION
EDUCATION AND EXPERIENCE TEST

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO STATIONARY ENGINEER (CUNY)**  
**Exam No. 4545**  
**(For The City University of New York Only)**  
**AMENDED NOTICE - JUNE 18, 2014**

<b>WHEN TO APPLY:</b> From: June 4, 2014	<b>APPLICATION FEE:</b> \$101.00
To: July 1, 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 Notice of Examination is amended to eliminate the requirement of an Air Pollution Certificate issued by the United States Environmental Protection Agency and to extend filing to July 1, 2014. Candidates who filed previously need not file again.**

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

**WHAT THE JOB INVOLVES:** Stationary Engineers (CUNY), under general supervision, are responsible for the operation, maintenance, adjustment, testing and repair of steam power plant, air conditioning, chiller plant, fire protection systems, electro-mechanical building equipment and related auxiliary systems in public buildings. They operate, maintain, repair and adjust manual and automatic gas and oil fired boilers, furnaces, steam reducing stations, engines, turbines, pumps, valves, heat exchangers, generators, motors, water treatment systems, cooling towers, condensers, evaporators, emergency generators and associated equipment for heating, ventilating, air conditioning, and lighting in public buildings and refuse incinerators; perform periodic inspections of equipment and repairs of such equipment; schedule, perform and may oversee preventive maintenance; direct the work of oilers, high pressure plant tenders and other subordinate personnel assigned to HVAC plant operation; take responsible charge of a watch and while so engaged supervise and direct subordinate personnel; address emergency repairs as required; operate control consoles in control rooms for building maintenance and building automation systems; adjust HVAC systems water chemistry through testing, treatment, retesting and recording of readings; prepare requisitions for materials and spare parts in accordance with College procedures; orient, train, and monitor subordinates and other personnel on plant operations and job related safety; read meters, gauges, and other recording devices and log the data; prepare and maintain records and write reports of both technical and informational nature regarding HVAC maintenance and repair. All Stationary Engineers (CUNY) perform related work.

Some of the physical activities performed by Stationary Engineers (CUNY) 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; handling chemicals; and being around hazardous materials, such as asbestos and infectious waste.

**Special Working Conditions:** Stationary Engineers (CUNY) 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 for a 40 hour work week. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, 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).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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

**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 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 City University of New York who **on the last day of the application period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of High Pressure Plant Tender (CUNY) or Oiler (CUNY); 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 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.

**License/Certificate Requirements: By the last day of the Application Period** you must possess:

1. A valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings; and
2. A valid Certificate of Qualification for Refrigerating System Operating Engineer issued by the New York City Fire Department; and
3. A valid Universal Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency.

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

**You must clearly specify in detail all of your relevant licenses/certificates on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for a license/certificate which you obtain after the application period, nor will you be permitted to submit new or additional information about your licenses/certificates once the application period has ended.**

**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 the eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year.

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out section **B** to indicate your experience, section **C** to indicate your possession of a **High Pressure Boiler Operating Engineer License, a Refrigerating System Operating Engineer certificate, a Universal Chlorofluorocarbon (CFC) certificate, and section D (if applicable) to indicate your interest in Selective Certification.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

**THE TEST:** You will be given a license/certificate and experience test. Your score on this test will be used to determine your place on an eligible list. On the license/certificate and experience test you will receive a score of 70 points for meeting the eligibility and license/certificate requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience operating a high pressure boiler **while 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 System Operating Engineer issued by the New York City Fire Department, and a valid Universal Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency, for:

At least 1 year, but less than 2 years

**You will receive:**  
10 points

At least 2 years, but less than 5 years	20 points
5 or more years	30 points

You will receive a maximum of one year of experience credit for each year you worked. 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.

**You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your experience once the application period has ended.**

Experience must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the license/certificate and experience test and are marked eligible, your name will be placed in final score order on a CUNY 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 positions requiring a Technician Recovery Certificate issued by the New York City Department of Environmental Protection:** If you have a Technician Recovery Certificate issued by the New York City Department of Environmental Protection, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “**TER**” in Section D of the Education and Experience Test. Your Certificate will be checked by the promoting agency at the time of promotion. If you are promoted through this selective certification **this certificate must be maintained for the duration of your employment.**

**Selective Certification for positions requiring a Standpipe Certificate issued by the New York City Fire Department:** If you have a Standpipe Certificate issued by the New York City Fire Department, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “**SSA**” in Section D of the Education and Experience Test. Your Certificate will be checked by the promoting agency at the time of promotion. If you are promoted through this selective certification **this certificate must be maintained for the duration of your employment.**

**Selective Certification for positions requiring an Automatic Sprinkler Certificate issued by the New York City Fire Department:** If you have an Automatic Sprinkler Certificate issued by the New York City Fire Department, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “**Automatic Sprinkler**” in Section D of the Education and Experience Test. Your Certificate will be checked by the promoting agency at the time of promotion. If you are promoted through this selective certification **this certificate must be maintained for the duration of your employment.**

**Selective Certification for positions requiring an Interior Fire Alarm Certificate issued by the New York City Fire Department:** If you have an Interior Fire Alarm Certificate issued by the New York City Fire Department, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “**IFA**” in Section D of the Education and Experience Test. Your Certificate will be checked by the promoting agency at the time of promotion. If you are promoted through this selective certification **this certificate must be maintained for the duration of your employment.**

**Selective Certification for positions requiring a Pool Operator’s Certificate issued by the New York City Department of Health:** If you have a Pool Operator’s Certificate issued by the New York City Department of Health, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, state “**POC**” in Section D of the Education and Experience Test. Your Certificate will be checked by the promoting agency at the time of promotion. If you are promoted through this selective certification **this certificate must be maintained for the duration of your employment.**

**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 and your social security number and the Selective Certification you are requesting on your correspondence.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Human Resources Management.

**Application Receipt:** 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. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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.

**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 Application Centers.**

The City University of New York is an Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/  
Americans with Disabilities Act Employer .

Title Code No. 04915; Skilled Craftsman and Operative Service.

**For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas); for CUNY: [cuny.edu](http://cuny.edu)**