



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  
 EDUCATION AND EXPERIENCE  
 TEST  
 AFFIRMATION FORM

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

**NOTICE  
 OF  
 EXAMINATION**

**PROMOTION TO STATIONARY ENGINEER (NYC Health + Hospitals)  
 Exam No. 7545  
 (For NYC Health + Hospitals Only)**

**WHEN TO APPLY: From: June 7, 2017**

**APPLICATION FEE: \$101.00**

**To: June 27, 2017**

**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.**

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

**WHAT THE JOB INVOLVES:** Stationary Engineers (NYC Health + Hospitals), 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 write reports; 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 (NYC Health + Hospitals) perform related work.

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

Some of the physical activities performed by Stationary Engineers (NYC Health + Hospitals) and environmental conditions experienced are: working in confined areas in a physical plant, including a boiler room, heating room, and/or ventilating room; walking up and down stairs; working on and from ladders, platforms and scaffolds; handling chemicals; and being around hazardous materials, such as asbestos and infectious waste.

(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 \$60.84 per hour, for a 40 hour work week. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, 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 unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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 NYC Health + Hospitals, 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 Plant Maintainer (Hospitals)/Oiler (NYC H+H) or Plant Maintainer (Hospitals)/Tender (NYC H + H); **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 promoted to an eligible title pursuant to Regulation 4 of NYC Health + Hospitals's Personnel Rules and Regulations, 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 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 date 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 (Q-01) issued by the New York City Fire Department; **and**
3. A valid Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for handling refrigerants issued by the United States Environmental Protection Agency.

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

For certain positions, you will be required, within 90 days from the day of appointment, to obtain a valid certificate of fitness for Standpipe System (S13), Standpipe for Multi-Zone Systems (S14), Automatic Sprinkler Systems (S12), To Operate and Maintain Air Compressors (A35), Supervision of Fire Alarm Systems and other Related Systems (S95), Fire Alarm Systems Inspection, Testing and Service Principal (S97), Supervision of Piped Non-Flammable Medical Gases (G71), Torch Use of Flammable Gas (G60), Supervision of a Bulk Oil Storage Plant (P13) and/or any other site specific required certification issued by the New York City Fire Department.

**You must clearly specify in detail all of your relevant licenses and certificates on your Education and Experience Test and submit it by the end of the application period (June 27, 2017). You will not receive credit for a license/certificate which you obtain after the application period (June 27, 2017).** You must complete Section C of the Education and Experience Test, giving all required information on your license in order to be eligible. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

**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.

**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 **Sections B, C and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions. **Note: In Section C, you must indicate the original issue date that you received your High Pressure Boiler Operating Engineer License, Refrigerating System Operating Engineer Certificate, and your Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate).**
3. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form,

your application will not be considered complete, and your name will not appear on the eligible list for this examination.

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

If you have satisfactory full-time paid experience working for the City of New York as a permanent (non-provisional) employee, for any governmental entity other than the City of New York, or for any private employer 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 (Q-01) issued by the New York City Fire Department and a valid Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for handling refrigerants issued by the United States Environmental Protection Agency:

**You will receive:**

In a Hospital or Long Term Care Facility for:

At least 1 year but less than 2 years	10 points
At least 2 years but less than 5 years	20 points
5 or more years	30 points

In **other than** a Hospital or Long Term Care facility for:

**You will receive:**

At least 1 year but less than 2 years	5 points
At least 2 years but less than 5 years	10 points
5 or more years	15 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. Each year of experience will be credited under only one category which will be the highest appropriate category.

**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 (June 27, 2017).**

Experience must be obtained by **the last day of the Application Period (June 27, 2017).**

**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 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for positions requiring a Certificate for Asbestos Handler, Restricted Asbestos Handler, Asbestos Handler Supervisor and/or Asbestos Investigator issued by the New York City Department of Environmental Protection:** If you have a Certificate for Asbestos Handler, Restricted Asbestos Handler, Asbestos Handler Supervisor and/or Asbestos Investigator 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 “RAI” in Section D of the Education and Experience Test. Your Certificate will be checked by the promoting facility 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 Certificate of Hazardous Materials issued by an OSHA-approved program:** If you have a Certificate of Hazardous Materials issued by an OSHA-approved program 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 “HME” in Section D of the Education and Experience Test. Your Certificate will be checked by the promoting facility 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 these requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 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.

**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: Administration, Customer and Exam Support, 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.

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

This promotion examination is for NYC Health + Hospitals only **and not** for City agencies or the City University of New York (CUNY). If you would like to apply for the open competitive examination for Stationary Engineer (NYC Health + Hospitals), you must submit a separate application and fee for Exam No. 7028 from June 7, 2017 through June 27, 2017.

**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.

NYC Health + Hospitals is an Equal Opportunity Employer.  
Title Code No. 916440; Plan of Titles for NYC Health + Hospitals.

For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas); for NYC Health + Hospitals: [nyc.gov/hhc](http://nyc.gov/hhc)