



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS CENTER
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)
SPECIAL INSERT

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

CUSTODIAN ENGINEER (Board of Education)

Exam. No. 0063

WHEN TO APPLY: From: **March 3, 2004** **APPLICATION FEE: \$45.00**
 To: **March 23, 2004** *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 5, 2004.**

WHAT THE JOB INVOLVES: At Assignment Level I: Custodian Engineers (BOE), under general supervision, supervise and are responsible for the physical operation, maintenance, repair, custodial upkeep and care of a public school building and its immediate grounds; supervise, plan and are responsible for the work of the custodial and maintenance staff; heat building by means of low pressure boilers; maintain HVAC equipment; make minor repairs to steam plant, heating equipment, electrical equipment, plumbing, structure, glazing and furniture; supervise cleaning of the building and grounds; maintain the building and grounds in a safe, secure and sanitary condition; conduct inspections of building to determine needed repairs; consult with and advise officials on problems of operation, maintenance and repairs; set up custodial work schedules to ensure maximum efficiency and minimum interference with classroom activities; requisition and account for custodial and maintenance materials, tools and supplies; maintain records and prepare required reports of plant operations; within assigned budget, hire appropriate personnel and train or arrange for their training, prepare payrolls and personnel forms, pay wages and provide Worker's Compensation Insurance for hired personnel; are responsible for interior maintenance painting of school building; perform related work.

At Assignment Level II: Custodian Engineers (BOE), in a larger and more complex school facility or building, perform the tasks of Assignment Level I. In addition, they may be responsible for heating the building by means of a high pressure boiler and perform the following tasks: operate and are responsible for all electrical and mechanical equipment and systems including air conditioning, heating, ventilation, water supply and sewage systems, electric elevators and elevator equipment, automatic signal systems, electrical generating plants, filtration plants and cleaning equipment.

Some of the physical activities performed by Custodian Engineers and environmental conditions experienced are: working in confined areas, outdoors in all kinds of weather, on the roof of the building, and in the physical plant, including the boiler room and heating and ventilating room; walking up and down stairs; climbing up and down ladders; working in close proximity to bio-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 \$41,500 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher level have additional requirements. (See "Additional Information" section.) Employees may be assigned to the higher level at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

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 a four-year high school diploma or its educational equivalent and **one year of full-time paid satisfactory experience in operating boilers**. Additionally, you must meet one of the following requirements. (The required one year of experience in operating boilers may be credited toward the experience requirements under(1), (2), or (3)):

1. Two years of full-time satisfactory experience in building operation and maintenance; **or**
2. Two years of full-time satisfactory experience in building management as a superintendent of buildings and grounds, building superintendent, building manager, or custodian; **or**
3. Three years of full-time satisfactory experience as a building cleaner; **and** certification as a Low-Pressure Boiler Operator (FDNY Certificate of Fitness) **and** possession of any **two** of the following certificates:
 - a. Interior Fire Alarm (FDNY Certificate of Fitness)
 - b. Air Compressor (FDNY Certificate of Fitness)
 - c. Sprinkler (FDNY Certificates of Fitness)
 - d. Standpipe (FDNY Certificate of Fitness)
 - e. Hi-Rise Fire Safety Director (FDNY Certificate of Fitness)
 - f. Air Pollution Certification (DEP Certificate)
 - g. Universal Chlorofluorocarbon (CFC) Refrigerant Certification; **or**
4. Possession of a New York City license or Certificate of Qualification as an Oil Burning Equipment Installer, High Pressure Boiler Operating Engineer, or Refrigerating Machine Operator; **or**
5. Graduation from an accredited trade school with a minimum of 185 classroom hours and 35 field hours in a related field (e.g., HVAC, boiler operation, skilled trades, etc.); **or**
6. Graduation from an accredited college with a two-year degree in any Engineering Technology, Construction Technology, or Facilities and Building Management; **or**
7. Graduation from an accredited college with a four-year degree in any engineering field.

If you have experience as described above on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

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

Residency: City residency is not required for this position.

English Requirement: Candidates 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:** 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 and Special Insert:** Write your social security number on the top of the Special Insert, which is attached to this Notice of Examination. Also, write your social security number and the examination title and number in the box at the top right side of the cover page of the Education and Experience Test Paper.

Please read carefully:

All candidates must complete Section A.1 of the Education and Experience Test Paper to document possession of a high school diploma or its equivalent.

Indicate your relevant education by completing the relevant portions of Section A.2., A.3. and A.4. of the Education and Experience Test Paper.

Indicate your relevant employment/experience by completing Section B. of the Education and Experience Test Paper.

Indicate your possession of a relevant license or certificate by completing Section C. of the Education and Experience Test Paper.

These forms 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.

- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a “**document-by-document**” (**general**) evaluation of your foreign education, unless you plan to qualify under Requirement #5 (graduation from an accredited trade school with 185 classroom hours and 35 field hours in a related field), in which case you will need a “**course-by-course**” evaluation. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

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 date of the test, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST: You will be given a competitive technical multiple-choice test. The pass mark will be announced at a later date. Your score on this test will be used to determine your place on an eligible list.

The competitive multiple-choice test may include questions on knowledge of: Purposes, Proper and Safe Use, and Maintenance of Hand Tools, Electrical Tools, and Gas-Powered Equipment; Safe and Proper Cleaning Procedures; Purposes and Use of Fasteners; Painting and Finishing; Replacement, Repair and/or Maintenance of Plumbing and Electrical Systems; Repair and Replacement of Walls and Floors, and Windows and Doors; Exterior Maintenance; Boiler Systems; HVAC Systems; Water Supply Systems and Fire Protection Systems; Safety Procedures; Troubleshooting Heating, Ventilation, Electrical and Lighting Problems; Making Arithmetic Calculations. The test may also assess the ability to: Show Judgment; Recognize Safety Hazards; Maintain Records and Logs; Plan and Organize Work for Others; Schedule and Project Work; Prepare and Adhere to Budgets; Manage One’s Own Time; Monitor Work; Work Cooperatively with Others; Behave with Respect and Courtesy Towards Others; Manage One’s Own Emotions; Be Flexible; and Show Initiative.

THE TEST RESULTS: If you meet the qualifying Education and Experience requirements and pass the multiple-choice test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results.

ADDITIONAL INFORMATION:

Selective Certification for Refrigerating Machine Operator Positions: If you have a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department, you may be considered for appointment 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. You must have this certificate by the date of appointment. Follow the instructions given to you on the day of the multiple-choice test to indicate if you have or will be receiving this certificate. Only those candidates who pass the multiple-choice test and meet the qualification requirements will be eligible for such selective certification. The required certificate must be maintained for the duration of such assignment.

Selective Certification for Assignment Level II Positions: If you have a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings and a valid Certificate of Equivalent Instructions (“Air Pollution Certificate”) issued by the Department of Environmental Protection, you may be considered for appointment to Assignment Level II positions requiring this license and certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license and certificate. All Assignment Level II positions require this license and certificate at the time of appointment. Follow the instructions given to you on the day of the multiple-choice test to indicate if you have or will be receiving this license and certificate. Only those candidates who pass the multiple-choice test and meet the qualification requirements will be eligible for such selective certification. The required license and certificate must be maintained for the duration of such assignment.

In addition, you may be considered for Selective Certification for Assignment Level II positions that also require a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department. The requirements for this Selective Certification must be met at the time of appointment to Assignment Level II. Follow the instructions given to you on the day of the multiple-choice test to indicate if you have or will be receiving the required certificate. Only those candidates who pass the multiple-choice test and meet the qualification requirements will be eligible for such selective certification. Any certificate required for an assignment must be maintained for the duration of such assignment.

If you are appointed from a Selective Certification of the eligible list, your name will be removed from the eligible list including all selective certifications.

Study Guide: A study guide will be available, at no cost, to applicants for this examination. You can pick up your study guide starting on April 1, 2004 through April 20, 2004 from 10:00 AM to 3:00 PM Mondays through Fridays at the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY 10004. To obtain your copy of the study guide, you must show your money order receipt, or, if you filed for a waiver of the application fee, your current Benefit Card (formerly known as the Medicaid Card) or a photocopy of your current Benefit Card. Only one copy of the study guide will be given to each applicant.

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

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Title Code No. 91633; The Ungraded Service

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

Special Insert for Custodian Engineer (BOE), Exam. No. 0063

Social Security No. _____

Please use this sheet to provide the information documenting the manner in which you qualify as a candidate for this examination.

High School Diploma (Required)

In order to qualify, you must possess a four-year high school diploma or its educational equivalent. Indicate the institution from which you received your high school diploma or GED, and indicate the date on which it was received.

 Institution Granting High School Diploma or GED Date H.S. Diploma Received

 Address of Institution

Note: If your high school education was in a foreign country, you must follow the instructions on the Foreign Education Fact Sheet. Your foreign high school experience may be evaluated using a course-by-course evaluation, unless you plan to qualify by meeting Qualification Requirement #5, for which a document-by-document evaluation is required.

Boiler Operating Experience (Required)

In order to qualify, you must possess one year of full-time paid satisfactory experience in operating boilers. Fill in the required information below for positions in which you have acquired experience in operating boilers. If you need more space, attach additional sheets. Be sure to include the exam number and your social security number.

Boiler Operating Experience

	Box 1	Box 2
Job Title		
Name of Employer		
Title of Supervisor		
Type of Work (Duties/Tasks/Functions)		
Number of Staff Supervised and Titles		
Salary		
Location		
Date From:		
Date To:		
Hours Per Week		
Total Duration of Work		

In addition to the above, you must qualify in one of the following seven ways.

Qualification Requirement 1

Fill in the required information below for positions in which you have acquired experience in building operation and maintenance. You need two years of full-time satisfactory experience in building operation and maintenance to qualify under this requirement. Experience operating boilers can be used toward this requirement. Use additional paper, if needed; be sure to include the exam number and your social security number.

Building Operating and Maintenance Experience

	Box 1	Box 2
Job Title		
Name of Employer		
Title of Supervisor		
Type of Work (Duties/Tasks/Functions)		
Number of Staff Supervised and Titles		
Salary		
Location		
Date From:		
Date To:		
Hours Per Week		
Total Duration of Work		

Qualification Requirement 2

Fill in the required information below for positions where you have acquired experience in building management as a superintendent of buildings and grounds, building superintendent, building manager, or custodian. You need two years of full-time satisfactory experience to qualify under this requirement. Experience operating boilers can be used toward this requirement. Use additional paper, if needed; be sure to include the exam number and your social security number.

Building Management Experience

	Box 1	Box 2
Job Title		
Name of Employer		
Title of Supervisor		
Type of Work (Duties/Tasks/Functions)		
Number of Staff Supervised and Titles		
Salary		
Location		
Date From:		
Date To:		
Hours Per Week		
Total Duration of Work		

Qualification Requirement 3

Fill in the required information below for positions where you have acquired experience as a building cleaner. You need three years of full-time satisfactory experience to qualify under this requirement. Experience operating boilers can be used toward this requirement. Use additional paper, if needed; be sure to include the exam number and your social security number.

Building Cleaner Experience

	Box 1	Box 2
Job Title		
Name of Employer		
Title of Supervisor		
Type of Work (Duties/Tasks/Functions)		
Number of Staff Supervised and Titles		
Salary		
Location		
Date From:		
Date To:		
Hours Per Week		
Total Duration of Work		

To qualify using experience as a building cleaner, you must also possess certification as a Low-Pressure Boiler Operator and any two of the other following certificates. List the date of issuance and certificate number for the ones you possess:

Name of Certificate	Certificate Number	Date Issued
Low-Pressure Boiler Operator (FDNY Certificate of Fitness)		
Interior Fire Alarm (FDNY Certificate of Fitness)		
Air Compressor (FDNY Certificate of Fitness)		
Sprinkler (FDNY Certificate of Fitness)		
Standpipe (FDNY Certificate of Fitness)		
Hi-Rise Fire Safety Director (FDNY Certificate of Fitness)		
Air Pollution Certification (DEP Certificate)		
Universal Chlorofluorocarbon (CFC) Refrigerant		

Qualification Requirement 4

To qualify under this requirement, you must possess a current New York City License or Certificate of Qualification in one of the following areas:

Name of Certificate/License	Certificate/License Number	Date Issued	Most Recent Renewal
Oil Burning Equipment Installer			
High Pressure Boiler Operating Engineer			
Refrigerating Machine Operator			

Qualification Requirement 5

To qualify under this requirement, you must have graduated from an accredited trade school with a minimum of 185 classroom hours and 35 field hours in a related field (e.g., HVAC, boiler operation, skilled trades, etc. If your education was acquired in a foreign country, your Foreign Education evaluation must be performed on a “course by course” basis for proper evaluation under Qualification Requirement 5.

Name of School			
Address of School			
Dates Attended from: to:			
Field of Study			
Relevant Courses Completed			
Number of Hours			

Qualification Requirement 6

To qualify under this requirement, you must have graduated from an accredited college with a two-year degree in any Engineering Technology, Construction Technology, or Facilities and Building management program

Name of School	
Address of School	
Dates Attended from: to:	
Title of Degree Program (Field of Study)	
Relevant Courses Completed	
Number of Hours	

Qualification Requirement 7

To qualify under this requirement, you must have graduated from an accredited college with a four-year degree in any engineering field.

Name of School	
Address of School	
Dates Attended from: to:	
Title of Degree Program (Field of Study)	
Relevant Courses Completed	
Number of Hours	

Summary of Qualifications - Please check to indicate your qualifications.

<i>According to the information provided here, I qualify under Qualification Requirement</i>						
<i>#1</i>	<i>#2</i>	<i>#3</i>	<i>#4</i>	<i>#5</i>	<i>#6</i>	<i>#7</i>