



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)

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

**PLANT MAINTAINER (HOSPITALS)/TENDER (HHC)
Exam. No. 3012
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: September 3, 2003 **APPLICATION FEE: \$60.00**
To: September 23, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on **January 10, 2004.**

WHAT THE JOB INVOLVES: Plant Maintainers (Hospitals)/Tenders (HHC), under supervision, install, lubricate, maintain and tend power plant, pumping, heating, ventilating, refrigerating and air conditioning equipment and related systems serving hospital and health care facilities; perform related work.

Plant Maintainers (Hospitals)/Tenders (HHC) perform the duties and functions of Plant Maintainer (Hospitals)/Oiler (HHC); may inspect, maintain, repair and/or tend equipment used in heating, ventilating, refrigeration, air conditioning and related mechanical systems; inspect and read meters, gauges and other controls of operating equipment; may tend and/or operate boilers and incinerator furnaces and related equipment; except that where equipment requires a New York City high pressure boiler or refrigeration mechanic operator's license, may assist in this function; may, if necessary, in selected institutions, hand fire high pressure boilers using solid fuels; clean burners; may dismantle and/or assemble equipment associated with the heating, ventilating, refrigeration, air conditioning or mechanical systems and make operational; may requisition parts as required; and maintain work records and logs.

Some of the physical activities performed by Plant Maintainers (Hospitals)/Tenders (HHC) and environmental conditions experienced are: climbing stairs, ladders and over boiler room equipment; standing upright for extended periods of time; using vision to read small numbers and markings on gauges and equipment; using vision and hearing to avoid injury from overhead piping and rotating machinery; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; working in confined areas inside boilers and under piping which may be dusty and dark; lifting metal objects weighing up to 60 pounds; and working with alkaline and acidic chemicals used in boiler water treatment.

(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 \$24.88 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, 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.

HOW TO QUALIFY:

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

Qualification Requirements:

1. Three years of full-time satisfactory experience acquired within the last ten years in the lubrication, maintenance, and repair of boilers, incinerators, air conditioning or related equipment, or in the operation and maintenance of high pressure boilers; or
2. Not less than one and one-half years of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles who have been offered a position will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met and that they can perform the essential functions of the position. During the medical examination, eligibles will be subject to a drug screening test. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

Residency Requirement (HHC): In accordance with N.Y.C. Health and Hospitals Corporation Corporate Operating Procedure 20-48, persons appointed to the HHC after January 1, 1987 must be City residents on their effective date of appointment, or must establish City residency within 90 days following their effective date of appointment, and must thereafter maintain City residency as a continuing condition of employment.

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 N.Y.C. Health and Hospitals Corporation

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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, A.4 and B. 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.
- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. 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.

THE TEST: Multiple-choice test, weight 100, 70% required; qualifying practical-oral test, 70% required.

The multiple-choice test may include questions on the operation and maintenance of high pressure boilers, including burner, ignition, controls, valves, pumps, meters, gauges and regulators; operation and maintenance of auxiliaries and refrigeration equipment; selection and usage of lubricants, packing and gaskets; use of appropriate tools, instruments and lubricating devices; safety; related mathematics and reading comprehension; and other related areas.

NOTE: Eligibles who do not receive a passing score in the multiple-choice test will not be called to the qualifying practical-oral test.

The qualifying practical-oral test may include questions on boiler operation; boiler maintenance and safety; operation and maintenance of auxiliaries, meters and gauges, valves and pumps; and other related areas.

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, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements, and pass the multiple-choice test and qualifying practical-oral test, your name will be placed in score order on an HHC 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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

ADDITIONAL INFORMATION:

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

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.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer

Title Code No. 004340; Plan of Titles for the Health and Hospitals Corporation.

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