



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO STATIONARY ENGINEER (ELECTRIC)

Exam. No. 1512

WHEN TO APPLY: From: February 6, 2002
To: February 26, 2002

APPLICATION FEE: \$60.00
Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Stationary Engineers (Electric), under general supervision, operate, inspect, repair and adjust high and/or low voltage electrically powered plant equipment including diesel engines; and perform related work.

Employees may be required to work rotating shifts around the clock, including Saturdays, Sundays and holidays, depending upon the needs of the service. Employees will be paid salary differentials for such work.

Some of the physical activities performed by Stationary Engineers (Electric) and environmental conditions experienced are: While working near high voltages (600 volts or more), lifts and carries objects weighing approximately fifty pounds; uses power driven and regular hand tools; works with hands at arms length overhead while standing on ladders; works in restricted spaces on surfaces such as metal gratings. May be required to: work in temperatures ranging from 0° F to 105° F in varying atmospheric conditions such as high and low humidity; work in the presence of toxic and/or corrosive chemicals and moving parts of machinery and equipment.

(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 \$27.54 per hour. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) 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.

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

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Oiler or Senior Sewage Treatment Worker; and
- (2) has served permanently in such title for at least one year; and
- (3) 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.)

Time served prior to a break in service of more than one year will not be credited toward meeting the eligibility requirement.

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated.

You may be given the test before a review of your eligibility.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

REQUIRED FORM(S):

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.

THE TEST: You will be given a multiple-choice test. 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 may include questions on job related mathematics, fundamentals of electronics, electric circuits and machines; instrumentation and control fundamentals, and computer operations and logic; operation, maintenance, troubleshooting and repair of electric motors, generators, internal combustion engines, diesel engines, pumps, compressors, blowers, boilers and HVAC equipment and systems, and hydraulic and auxiliary equipment; principles of supervision; record keeping and report writing; safety; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If, at the time of appointment, you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment 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 in the Bureau of Water Supply and the Bureau of Water and Sewer Operations of the Department of Environmental Protection or in the Bureau of Bridges of the Department of Transportation requiring this license. Follow the instructions in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed 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 appointment as a Stationary Engineer (Electric), you may be considered for appointment 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) 402-8016, or by visiting the NYS DEC website at www.dec.state.ny.us/website/regs/650.htm]. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate within New York City in the Wastewater Treatment Plants, in the Bureau of Wastewater Treatment, operated by the NYC Department of Environmental Protection. The Certificate must be maintained for the duration of the assignment.

At the time of appointment, 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 3A Operators Certificate within a maximum of 18 months from the appointment 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 eligible to be appointed 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 appointed 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, appointees who have not completed all requirements for the certificate by the end of the one year probationary period may have their probation extended for six months. Appointees 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 appointment as a Stationary Engineer (Electric), you may be considered for appointment 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 by visiting the NYS DEC website at www.dec.state.ny.us/website/regs/650.htm]. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate outside the City of New York in the Wastewater Treatment Plants, in the Bureau of Water Supply, operated by the NYC Department of Environmental Protection. The Certificate must be maintained for the duration of the assignment.

At the time of appointment, 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 18 months from the appointment 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 eligible to be appointed 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 appointed 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, appointees who have not completed all requirements for the certificate by the end of the one year probationary period may have their probation extended for six months. Appointees who have not completed all requirements for the certificate by the end of eighteen months will be demoted.

If you are appointed from a Selected Certification of a list, your name will be removed from the general list.

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

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet the following condition:

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.

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."

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;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (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 Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas**