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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

THERMOSTAT REPAIRER (CUNY)
Exam No. 6111
(For The City University of New York Only)

WHEN TO APPLY: **From:** May 7, 2026

To: **May 27, 2026**

APPLICATION FEE: \$101.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Under supervision, Thermostat Repairers (CUNY) test, maintain, repair and replace various types of thermostats and related equipment used for the control of heating, ventilating and air conditioning systems. They install tubing, pipe and fittings; check existing control installations to determine nature and cause of trouble and make necessary repairs and/or adjustments; use pneumatic and/or electrical devices to check control installations; set and calibrate thermostats on walls and fixtures; requisition parts as required; supervise assigned personnel as required; keep work records; and perform related work.

Special Working Conditions:

Thermostat Repairers (CUNY) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Thermostat Repairers (CUNY) and environmental conditions experienced are: working on or near controls for high pressure steam and air lines; working on or near controls that may operate at high voltage; working on or near ducts, pipes, or steam lines that could be insulated with hazardous materials; working in a confined space such as a plenum or chase or hung ceiling; climbing and working on ladders and/or scaffolding 16 feet or more in height; walking or standing four to six hours a day; and lifting weights of sixty pounds to a height of three to four feet.

(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 \$64.00 per hour. This rate is subject to change.

HOW TO QUALIFY:

It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by May 27, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (May 27, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as a Thermostat Repairer; or
2. At least three years of full-time satisfactory experience as described in "1" above and either sufficient experience in the thermostat repairing field as a helper or an apprentice, or sufficient training of a relevant nature acquired in an approved trade or technical school 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 the above helper experience, apprenticeship experience or training.

The trade school, technical school, vocational high school, high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

Driver License Requirement:

For appointment to certain positions, candidates will be required to possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

Residency Requirement Advisory :

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement:

You 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 University of New York.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

<u>Manhattan</u> 2 Lafayette Street 17th Floor New York, NY 10007	<u>Brooklyn</u> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<u>Queens</u> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u> 135 Canal Street 3rd Floor Staten Island, NY 10304	<u>Bronx</u> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

The DCAS Computer-based Testing & Application Centers will be closed on Monday, May 25, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at NYC.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

This examination is for positions with The City University of New York (CUNY) only and not City agencies. If you would like to apply for Thermostat Repairer with City agencies, you must submit a separate application and fee for Exam No. 6110 filing from May 7, 2026 through May 27, 2026.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:
https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period. Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
- 3. **If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "document-by-document" (general) evaluation.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Education and experience used to gain additional credit must be obtained by the last day of the Application Period (May 27, 2026).

If you have satisfactory full-time experience as a Thermostat Repairer working with pneumatic controls and systems for:	You will receive up to:
At least 1 year but less than 1 year and 6 months	4 points
At least 1 year and 6 months but less than 2 years	8 points
At least 2 years but less than 2 years and 6 months	12 points
At least 2 years and 6 months but less than 3 years	18 points
3 or more years	20 points
If you have satisfactory full-time experience as a Thermostat Repairer working with DDC controls and systems for:	You will receive up to:
At least 1 year but less than 1 year and 6 months	2 points
At least 1 year and 6 months but less than 2 years	4 points
At least 2 years but less than 2 years and 6 months	6 points
At least 2 years and 6 months but less than 3 years	8 points
3 or more years	10 points

Experience used to meet the minimum requirements cannot be used to gain additional credit.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed on a CUNY eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience:

If you have the experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

1. **Universal Chlorofluorocarbon Certificate for Handling Refrigerants (EPA 608 Certificate) issued by the United States Environmental Protection Agency (CFC):** A valid certification to work with Universal Refrigerants from the Environmental Protection Agency.
2. **FDNY COF to Operate and Maintain Air Compressors (G-35):** A valid Certification of Fitness to operate and maintain air compressors from the New York City Fire Department.
3. **FDNY COF for Torch Use of Flammable Gasses (G-38):** A valid Certification of Fitness for use of torches and flammable gasses from the New York City Fire Department.
4. **FDNY COF for Supervision of Fire Alarm Systems and Other Related Systems (FAI):** A valid Certification of Fitness for Supervision of Fire Alarm and Other Related Systems from the New York City Fire Department.
5. **FDNY COF for Fire Alarm Systems Inspection, Testing and Service Principal (FAS):** A valid Certification of Fitness for Fire Alarm Systems Inspection, Testing and Service Principal (S-97) from the New York City Fire Department.
6. **Selective Certification for Driver License (MVO):** Possession of a motor vehicle Driver License that is valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified from this Selective Certification. **Your driver license will be checked by CUNY at the time of appointment. If you are appointed through Selective Certification, you must maintain your Motor Vehicle Driver License 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 this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your submission.

Appointment of New York City Civil Service Employees: Please note that CUNY is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is his/her date of appointment to CUNY.

List Termination:

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

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City University of New York is an Equal Opportunity /Affirmative Action/Immigration and Control Act/ Americans with Disabilities Act Employer
Title Code No. 91940; Skilled Craftsman and Operative Service.

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas ; for CUNY: cuny.edu