



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(if applicable)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

HEATING PLANT TECHNICIAN (HOUSING AUTHORITY)

Exam. No. 0141

New York City Housing Authority

WHEN TO APPLY: From: October 7, 2009
To: October 27, 2009

APPLICATION FEE: \$30.00
Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card,
bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, January 23, 2010.**

WHAT THE JOB INVOLVES: Heating Plant Technicians (Housing Authority), under supervision, operate heating and domestic hot water boilers in public housing developments. Heating Plant Technicians (Housing Authority) stand watch and fire low pressure boilers; maintain, adjust, and make repairs to boilers, industrial oil burners, heating and domestic hot water equipment and all auxiliaries; keep logs and make reports as required.

When assigned to a roving team in the operations area, respond to emergency dispatches and perform minor repairs of heating systems and related equipment to remedy the alarm conditions, especially those caused by abnormalities in steam and hot water; Operate a motor vehicle to travel to assigned and emergency work locations and to transport needed equipment throughout the five boroughs; check assigned vehicle to ensure that it is in proper operating condition and report the need for routine servicing; complete equipment and activity reports; and perform related work.

Some of the physical activities performed by Heating Plant Technicians (Housing Authority) and environmental conditions experienced are: 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 work environment; climbing stairs, ladders and over boiler room equipment; standing upright for extended periods of time; 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.

Special Working Conditions: Heating Plant Technicians (Housing Authority) may be required to work shifts, including nights, week ends and holidays.

(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 \$25,676 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 Application section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

HOW TO QUALIFY:

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

1. Six months of full-time satisfactory experience within the last ten years in the operation and maintenance of low and/or high pressure boilers and related equipment; or
2. One year of satisfactory training acquired in an approved trade school, technical school or vocational high school, approved by a State's Department of Education or comparable agency, with a major course of study in the operation and maintenance of low and/or high pressure boilers which combines classroom and boiler room instruction; or
3. Satisfactorily completed the training course "Fundamentals of Heating Plant Operations" given by organizations approved by the New York City Housing Authority.

You may be given the multiple-choice test before we review your qualifications.

Note: A Certificate of Fitness for Low Pressure Oil Boilers (P-99), issued by the New York City Fire Department, must be obtained within six months of appointment. The certificate is required for satisfactory completion of the probationary period. This certificate must be maintained thereafter for the duration of employment.

Residency requirement: City residency is not required for this position.

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 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:** Fill out **Sections A.1, A.2, A.3, B and C**. 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online** follow the online instructions.
3. **Foreign Education Fact Sheet (required only if you need credit for your foreign education to meet 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 "**document-by-document**" (**general**) 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 Administration 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 test date, you must go to the Examining Service Section, 1 Centre Street, New York, NY, 10007, 14th floor, to obtain a duplicate card.

THE TEST: You will be given a two part multiple-choice test on the same day. The first part of the test will be a competitive test. The second part of the test will be a qualifying test. A score of at least 70% is required to pass each test.

The competitive part of the multiple-choice test may include questions on the operation, maintenance and repair of boilers and related equipment and tools used in a low pressure boiler plant; proper work, environmental and safe boiler room practices; arithmetic; basic electrical and mechanical principles; piping; record keeping; and other related areas.

The qualifying part of the multiple-choice test may include questions on safety, operation, maintenance, and repair of boilers and auxiliary equipment; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice tests, 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 appointed when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Promotion Test: A promotional examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

Selective Certification For Appointment to Certain Positions: You may be considered for appointment to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements.

1. A motor vehicle driver license that is valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of assignment; **and**
2. A Certificate of Fitness to operate Air Compressors (G-35), issued by the New York City Fire Department. This certificate must be maintained for the duration of your assignment.

If you wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. These requirements may be met at any time during the duration of the list. If you meet these requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Center Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91619; Housing Maintenance and Custodial Occupational Group.

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