



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

REQUIRED FORM
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO SENIOR STATIONARY ENGINEER(HHC)**  
**Exam No. 2528**  
 (For the Health and Hospital Corporation Only)

<p><b>WHEN TO APPLY:</b> From: <b>March 7, 2012</b></p> <p style="padding-left: 100px;"><b>To: March 27, 2012</b></p>	<p><b>APPLICATION FEE: \$96.00</b></p> <p><b>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</b></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, June 16, 2012.</b></p>	

**WHAT THE JOB INVOLVES:** Senior Stationary Engineers (HHC), under direction, are in responsible charge of the operation, maintenance and repair of all utilities in large public buildings and of steam power plants, chillers, and fire protection systems. They take responsible charge of the operation, maintenance, testing, and repair of plant equipment such as boilers, furnaces, pumps, fans, engines, turbines, generators, electrical equipment, heating and ventilating equipment, air conditioning and refrigeration systems, mechanical, electrical, and pneumatic and direct digital control systems(DDCS) and plumbing equipment; may operate or supervise the operation of control consoles in control rooms; supervise assigned personnel; prepare work schedules and direct the assignment of personnel; prepare equipment and material requisitions required for operation, maintenance and repair; direct and evaluate studies of operating procedures; determine and direct work procedures; set up and keep records to indicate plant performance; keep records and write reports; may operate a motor vehicle in the performance of assigned duties. All Senior Stationary Engineers perform related work.

Some of the physical activities performed by Senior Stationary Engineers (HHC) and environmental conditions experienced are: Communicating orally in a noisy environment; climbing stairs, ladders, and over equipment; standing upright for extended periods of time; walking over wet and slippery surfaces; working on surfaces at substantial height.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**Special Working Conditions:** Senior Stationary Engineers (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

**THE SALARY:** The current minimum salary is \$54.51 per hour. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

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

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). 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**

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Health and Hospitals Corporation, who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of **Stationary Engineer (HHC)**; and
- (2) 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your facility's personnel office.**

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**REQUIREMENTS TO BE PROMOTED::**

**License/Certificate Requirement:** at the time of promotion you must possess a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, a valid Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) issued by the New York City Fire Department, and a Chlorofluorocarbon (CFC) Certificate for Handling Refrigerants issued by the United States Environmental Protection Agency. These licenses and certificates must be maintained for the duration of employment.

Additionally, for promotion to certain HHC facilities, you may also be required to possess a valid certificate of Equivalent Instruction issued by the New York City Department of Environmental Protection. You may also be required, within 90 days from the day of promotion, to obtain a valid Certificate of Fitness for Standpipe, Automatic Sprinkler, Air Compressor, Bulk Oxygen, Interior Fire Alarm Systems, Sprinkler System with Fire Pumps, Auto Dry Sprinkler System, Torch Use of Flammable Gasses for Cutting and Welding and/or any other site specific required certification issued by the New York City Fire Department. These certificates, if required, must be maintained for the duration of your employment.

**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 you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**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, New York, NY 10007, to obtain a duplicate card.

**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 the New York City Health and Hospital Corporation in competitive 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 the operation, maintenance and repair of all utilities in large public buildings such as steam power and/or refuse incinerator plants, electrical systems, heating and ventilation equipment; supervision; personnel relations; job related calculations; standards of proper employee ethical conduct, 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.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

**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 HHC 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 promotion when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:** This examination is for positions with the Health and Hospital Corporation (HHC) only. If you would like to apply for the position of Senior Stationary Engineer in agencies under the jurisdiction of DCAS you must submit a separate application and filing fee for Exam. No.2037, from March 7, 2012 through March 27, 2012.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your facility's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) 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; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

**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, 14<sup>th</sup> Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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, 14<sup>th</sup> Floor, NY, NY 10007.

The New York City Health and Hospital Corporation is an Equal Opportunity Employer.  
Title Code No.916380; Skilled Craftsman and Operative Service.

For information about other exams call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)