



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 EVALUATION GUIDE (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

**CUSTODIAN ENGINEER (Board Of Education)
Exam No. 3057**

<p>WHEN TO APPLY: From: March 6, 2013 To: March 26, 2013</p>	<p>APPLICATION FEE: \$68.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 15, 2013.</p>	

WHAT THE JOB INVOLVES: Custodian Engineers (BOE), under general supervision, supervise and are responsible for the physical operation, maintenance, repair, custodial upkeep and care of a public school building and its immediate grounds. Within an assigned budget, they hire, train, supervise and pay staff to perform these functions.

At Assignment Level I: Custodian Engineers (BOE) supervise, plan and are responsible for the work of the custodial and maintenance staff; heat building by means of low pressure boilers; make minor repairs to steam plant, heating equipment, electrical equipment, plumbing, structure, glazing and furniture; supervise cleaning of the building and grounds; maintain the building and grounds in a safe, secure and sanitary condition; conduct inspections of building to determine needed repairs; consult with and advise officials on problems of operation, maintenance and repairs; set up custodial work schedules to ensure maximum efficiency and minimum interference with classroom activities; requisition and account for custodial and maintenance materials, tools and supplies; maintain records and prepare required reports of plant operations; hire appropriate personnel and train or arrange for their training; prepare payrolls and personnel forms, pay wages and provide Worker's Compensation Insurance for hired personnel; are responsible for interior maintenance painting of school building. All Custodian Engineers (BOE) perform related work.

At Assignment Level II: Custodian Engineers (BOE), in a larger and more complex school facility or building, perform the tasks of Assignment Level I. In addition, they may be responsible for heating the facility or building by means of a high pressure boiler and perform the following tasks: operate and are responsible for all electrical and mechanical equipment and systems including air conditioning, heating, ventilation, refrigeration, water supply and sewage systems, electric elevators and elevator equipment, automatic signal systems, electrical generating plants, filtration plants and cleaning equipment.

Some of the physical activities performed by Custodian Engineers (BOE) and environmental conditions experienced are: working in confined areas, outdoors in all kinds of weather, on the roof of the building, and in the physical plant, including the boiler room and heating and ventilating room; walking up and down stairs; climbing up and down ladders; working in close proximity to bio-hazardous materials, such as asbestos and infectious waste.

Special Working Conditions: Custodian Engineers (BOE) may be required to work shifts including nights, Saturdays, Sundays, 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 \$56,476 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

Special Note: In addition to the e qualification requirements, to be eligible for placement in Assignment Level II, individuals must have a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings and a valid Certificate of Equivalent Instructions ("Air Pollution Certificate") issued by the Department of Environmental Protection.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at 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

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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
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You will be given a competitive multiple-choice test as part of the selection process. You may be given the test before we verify your qualifications. 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.

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

A four-year high school diploma or its educational equivalent and **one year of full-time satisfactory experience in operating a boiler-based central heating system**. Additionally, you must meet one of the following requirements. (The required one year of experience in operating a boiler-based central heating system may be included in the experience requirements under "1" or "2"):

1. Two years of full-time satisfactory experience in conducting and/or managing building operations and maintenance (e.g. as a superintendent, building manager, custodian, or boiler operator); **or**
2. Three years of full-time satisfactory experience as a building cleaner and/or handyman; **and** certification as a Low-Pressure Boiler Operator (FDNY Certificate of Fitness) **and** possession of **any two** of the following certificates:
 - a. Interior Fire Alarm (FDNY Certificate of Fitness)
 - b. Air Compressor (FDNY Certificate of Fitness)
 - c. Sprinkler (FDNY Certificates of Fitness)
 - d. Standpipe (FDNY Certificate of Fitness)
 - e. Hi-Rise Fire Safety Director (FDNY Certificate of Fitness)
 - f. Air Pollution Certification (DEP Certificate)
 - g. Universal Chlorofluorocarbon (CFC) Refrigerant Certification; **or**
3. Possession of a New York City license or Certificate of Qualification as an Oil Burning Equipment Installer, High Pressure Boiler Operating Engineer, or Refrigerating Machine Operator; **or**
4. Graduation from an accredited trade school with a minimum of 185 classroom hours and 35 field hours in heating/ventilation and air conditioning or boiler operation; **or**
5. Graduation from an accredited college with a two-year degree in engineering technology, construction technology, construction management or facilities and building management; **or**
6. Graduation from an accredited college with a four-year degree in engineering.

The 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).

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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

NOTE: Candidates can add additional pages or attachments if necessary to describe their work experience or list their licenses, certificates, or education.

To receive credit for your education, you should indicate your education in the appropriate subsection of section A of the Education and Experience Test Paper. Note that for college education you should indicate the degree, number of credits, and major.

You must specifically indicate in a box in Section B of the Education and Experience Test Paper the one year of full-time satisfactory experience in operating a boiler-based central heating system including the description of the work performed.

You must specifically indicate in Section C of the Education and Experience Test Paper any of the licenses or certificates listed above that you need to meet the education and experience requirements.

In addition to the one year of full-time satisfactory experience in operating a boiler-based central heating system, you must specifically indicate in a box in Section B of the Education and Experience Test Paper the two years of full-time satisfactory experience in conducting and/or managing building operations and maintenance (e.g. as a superintendent, building manager, custodian, or boiler operator) including the description of the work performed.

Residency: 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:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, 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 (if applicable), A.3 (if applicable), A.4 (if applicable), B (if applicable), and C (if applicable)**. 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 online**, follow the online instructions. **If you are applying by mail**, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
- 3. Foreign Education Evaluation Guide (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 Evaluation Guide included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education, unless you plan to qualify under Requirement #4 (graduation from an accredited trade school with 185 classroom hours and 35 field hours in a related field), in which case you will need a "**course-by-course**" evaluation. 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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice 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 notice.

THE TEST: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70 to pass the test.

The competitive multiple-choice test will assess technical knowledge and skills that are important and required at entry to the Custodian Engineer (BOE) job. The multiple-choice test may include questions in the following areas: procedures for operation and maintenance of boiler systems; procedures for operation and maintenance of HVAC systems; procedures for operation and maintenance of fire protection and life safety systems; procedures for troubleshooting heating, ventilation, plumbing, electrical, carpentry, and lighting problems; procedures for replacement, repair, and maintenance of components of plumbing and electrical systems; procedures for maintenance of building exterior and surrounding grounds; procedures for repair of walls, floors, windows, doors, and other building structures and replacement of component parts (e.g., tiles, panes, hinges, locks), including related carpentry and use of fasteners; procedures for operation and maintenance of water supply and drainage systems; painting and finishing procedures and use of related materials; cleaning procedures for all areas of the building and use of cleaning products; safety procedures and use of personal protective equipment related to all custodial operations; Purposes, use, and maintenance of hand tools, electrical tools, and gas-powered equipment; financial principles and their application to management of budgets, including cash flow management and bookkeeping; mathematical principles and their application to performance of job duties, including arithmetic calculations (using whole numbers, fractions, and decimals), ratios, percentages, and job-relevant formulas; written communication, including the ability to read and understand information and ideas presented in writing and to communicate information and ideas in writing so others will understand; 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, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 meet the qualifying education and experience requirements and pass the multiple-choice test, your name will be placed in test score order on an eligible list, and you will be given a list number. You will be notified by mail of your test score and position on the eligible list. 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 Positions requiring Refrigerating Machine Operator Certificate: If you have a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Only those candidates who pass the multiple-choice test and meet the qualification requirements will be eligible for such selective certification. Your certificate will be checked by the appointing agency at the time of appointment. **This certificate must be maintained for the duration of your employment.**

Selective Certification for Positions requiring High Pressure Boiler Operating Engineer License and Certificate of Equivalent Instructions (“Air Pollution Certificate”): If you have a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings and a valid Certificate of Equivalent Instructions (“Air Pollution Certificate”) issued by the Department of Environmental Protection, you may be considered for appointment to Assignment Level II positions requiring this license and certificate through a process called Selective Certification. If you qualify for this Selective Certification, you may be given preferred consideration for positions requiring this license and certificate. All Assignment Level II positions require this license and certificate at the time of appointment. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such selective certification. Only those candidates who pass the multiple-choice test and meet the qualification requirements will be eligible for such selective certification. Your license and certificate will be checked by the appointing agency at the time of appointment. **The required license and certificate must be maintained for the duration of such assignment.**

Selective Certification for Positions requiring High Pressure Boiler Operating Engineer License, Certificate of Equivalent Instructions (“Air Pollution Certificate”), and Refrigerating Machine Operator Certificate: If you have a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings, a valid Certificate of Equivalent Instructions (“Air Pollution Certificate”) issued by the Department of Environmental Protection and a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department, you may be considered for appointment to Assignment Level II positions requiring this license and certificates through a process called Selective Certification. If you qualify for this Selective Certification, you may be given preferred consideration for positions requiring this license and these certificates. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such selective certification. Only those candidates who pass the multiple-choice test and meet the qualification requirements will be eligible for such selective certification. Your license and certificates will be checked by the appointing agency at the time of appointment. **The required license and certificates must be maintained for the duration of such assignment.**

If you are appointed from a Selective Certification of the eligible list, your name will be removed from the eligible list including all selective certifications.

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 documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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

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.

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