



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

CUSTODIAN ENGINEER (BOARD OF EDUCATION)

Exam No. 9013

WHEN TO APPLY: From: September 5, 2018

APPLICATION FEE: \$82.00

To: September 25, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Monday, December 17, 2018.**

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

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; and are responsible for interior maintenance and painting of school building. All Custodian Engineers (BOE) perform related work.

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; and 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 \$63,842 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.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after January 31, 2019. You will **not** receive credit for experience or certification(s) which you obtain after the end of the Application Period (September 25, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

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. In addition, candidates 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" below.)

1. Two years of full-time satisfactory experience in conducting and/or managing building operations and maintenance, as a superintendent, building manager, custodian or boiler operator; **or**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. Three years of full-time satisfactory experience as a building cleaner and/or handyperson; **and** certification as a Low-Pressure Boiler Operator (P-99, FDNY Certificate of Fitness) **and** possession of **any two** of the following certificates:
 - a. Interior Fire Alarm (S-95, FDNY Certificate of Fitness)
 - b. Air Compressor (A-35, FDNY Certificate of Fitness)
 - c. Sprinkler (S-12, FDNY Certificate of Fitness)
 - d. Standpipe (S-13, FDNY Certificate of Fitness)
 - e. Fire Safety Director (F-85, 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 or university with a two-year degree in engineering technology, construction technology, construction management or facilities and building management; **or**
6. Graduation from an accredited college or university with a four-year degree in engineering.

The experience requirement must be met by the last day of the Application Period (September 25, 2018). The certification requirement must be met by the last day of the Application Period (September 25, 2018). The education requirement must be met by January 31, 2019.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The trade school 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. For more information, see the Foreign Education Evaluation Guide in the Required Information section.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2019. You will not receive credit for experience which you obtain after the end of the Application Period (September 25, 2018). You will not receive credit for certification(s) which you obtain after the end of the Application Period (September 25, 2018).

If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

Special Notes:

1. For certain assignments, a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department is required.
2. For placement in Assignment Level II, in addition to meeting the minimum requirements, incumbents 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. In addition, some positions require a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department.
3. All required licenses or certificates must be maintained for the duration of such assignment.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, 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 information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor

Brooklyn
210 Joralemon Street
4th Floor

Queens
118-35 Queens Boulevard
5th Floor

Staten Island
135 Canal Street
3rd Floor

New York, NY 10007 Brooklyn, NY 11201 Forest Hills, NY 11375 Staten Island, NY 10304

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. 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."

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 Test:** Fill out **Sections A.1 (if applicable), A.2, A.3 (if applicable), A.4 (if applicable), B (if applicable), and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
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 located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 DCAS no later than eight weeks after January 31, 2019.

THE TEST:

You will be given a multiple-choice test. The 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:

- Purposes, use, repair, and maintenance of hand tools (e.g., hammer, screwdriver, wrench), electrical tools (e.g., drills, saws, voltage meter), and gas-powered equipment (e.g., snow removal equipment, landscaping equipment) as necessary to maintain a clean and safe environment.
- Cleaning procedures for all areas of the building (e.g., bathrooms, classrooms, offices, public assembly areas, exterior spaces, mechanical rooms) and use of cleaning products (e.g., stripper, wax, bleach, neutral soap, solvents) as necessary to maintain a clean and safe environment.
- Procedures for replacement, repair, and maintenance of components of plumbing and electrical systems (e.g., fuses, wiring, light switches, outlets, relay switches) as necessary to maintain and repair the building.
- Painting and finishing procedures and use of related materials (e.g., paints, brushes, wax, polyurethane, paint removal) as necessary to paint and finish school surfaces.
- Procedures for operation and maintenance of boiler systems as necessary to keep boiler in optimal operating condition.
- Procedures for operation and maintenance of Heating, Ventilation, and Air Conditioning (HVAC) systems as necessary to keep HVAC systems in optimal operating condition.
- Procedures for operation and maintenance of fire protection (e.g., sprinkler system, standpipe system, pull stations and alarms) and life safety systems (e.g., emergency lighting, functional public announcement (PA) system) as necessary to keep systems in optimal operating condition.
- Procedures for troubleshooting heating, ventilation, plumbing, electrical, carpentry, and lighting problems as necessary to make repairs and to keep systems in optimal operating condition.

Written Test Description: The multiple-choice test may include questions which require the use of any of the following abilities:

Judgement and Decision Making: the ability to apply experience to current problems, make timely and sound decisions even under conditions of uncertainty, assess and manage risks, consider relative costs and benefits of alternatives, apply rules and guidelines in new situations, and make judgments based on facts and data rather than emotions or personal preferences, as necessary to plan for, and handle building emergencies (e.g.- flood, fire, equipment failure).

Written Comprehension: the ability to read and understand written words, phrases, sentences, and paragraphs as necessary to comprehend emails, circulars, memorandums, directives, and receipt orders.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer, and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, 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. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. **are prohibited**. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded. You may not have any other people, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match

the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/work/civilservice_1.shtml.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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: If you have a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings, you may be considered for appointment to Assignment Level II positions requiring this license through a process called Selective Certification. If you qualify for this Selective Certification, you may be given preferred consideration for positions requiring this license. All Assignment Level II positions require this license 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 will be checked by the appointing agency at the time of appointment. The required license must be maintained for the duration of such assignment.

Selective Certification for Positions requiring High Pressure Boiler Operating Engineer License 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 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 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. 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.

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 any of the above requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the selective certification you are requesting 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 (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 & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91633; The Ungraded Service.

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