



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO STATIONARY ENGINEER

Exam No. 0506

(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: September 5, 2019

APPLICATION FEE: \$101.00

To: September 25, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

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

WHAT THE JOB INVOLVES:

Stationary Engineers, under supervision, operate, maintain and adjust steam power plant and electro-mechanical building and moveable bridge equipment. They operate, maintain and adjust boilers, furnaces, engines, pumps, heat exchangers, generators, motors, chillers, cooling towers, including equipment for heating, ventilating, air conditioning, lighting and associated equipment in public buildings, municipal pumping stations and incinerators; make periodic inspections of equipment and major repairs to such equipment as well as equipment replacement and commissioning; perform preventive maintenance; take responsible charge of a watch, and while so engaged are responsible for and direct subordinate personnel; may operate control consoles in control rooms; prepare requisitions for materials and spare parts; instruct and train subordinates and other personnel; read meters, gauges, and other recording devices and log the data; keep records and write reports; as directed, inspect low pressure boilers in accordance with a unified inspection procedure instituted by the New York City Department of Buildings; and may operate a motor vehicle. All Stationary Engineers perform related work.

Special Working Conditions:

Stationary Engineers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Stationary Engineers and environmental conditions experienced are: working in confined areas in a physical plant, including a boiler room, heating room, and/or ventilating room; walking up and down stairs; climbing up and down ladders; handling chemicals; and being around hazardous materials, such as asbestos and infectious waste.

(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 \$60.84 per hour, for a 40 hour work week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

(1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Oiler or High Pressure Plant Tender; **and**

(2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees 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 agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the Education and Experience Test. You will not be permitted into the test site and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIREMENT(S) TO BE PROMOTED:

License Requirement: By the last day of the application period, you must possess a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings.

You must complete all parts of the Education and Experience Test, giving all required information on this license in order to qualify. This license must be maintained for the duration of your employment.

For certain agencies, you will be required, within 90 days from the day of promotion, to obtain a valid certificate of fitness for Supervision of Fire Alarm Systems and Other Related Systems (S95), Citywide Standpipe Systems (S13), Citywide Sprinkler Systems (S12) and/or To Operate and Maintain Air Compressors (A35), issued by the New York City Fire Department.

For the Department of Sanitation, the Department of Health and Mental Hygiene (DOHMH), the Department of Correction, and the Department of Parks & Recreation only: At the time of promotion, you must have:

1. A motor vehicle driver license valid in the State of New York. If you have moving violations, license suspensions, or an accident record, you may be disqualified. This license must be maintained for the duration of your employment; **and**
2. A valid Refrigerating System Operating Engineer Certificate (Q-01), issued by the New York City Fire Department; **and**
3. A valid Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) issued by the United States Environmental Protection Agency.

For the MTA New York City Transit, Department of Transportation, and Department of Environmental Protection only: At the time of promotion, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspensions, or an accident record, you may not be promoted. This license must be maintained for the duration of your employment.

You must clearly specify in detail all of your relevant licenses and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for a license or experience which you obtain after the application period. You must complete the Education and Experience Test, giving all required information on your license in order to be eligible. 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 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.

HOW TO APPLY:

If you believe you are eligible to take this examination, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>

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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

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 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 all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (September 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys). **You must indicate the original issue date that you received your High Pressure Boiler Operating Engineer License.**

THE TEST:

You will be given an Education and Experience Test. Your score on this test will be used to determine your place on an eligible list. You will receive a score of 70 points for meeting the eligibility and license requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience with a New York City government agency as a permanent (not provisional) employee operating a high pressure boiler while in possession of a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, for: **You will receive:**

At least 1 year but less than 2 years 10 points

At least 2 years but less than 5 years 20 points

5 or more years 30 points

If you have satisfactory full-time experience in government service with an employer other than the City of New York operating a high pressure boiler while in possession of a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, for **You will receive:**

At least 1 year but less than 2 years 10 points

At least 2 years but less than 5 years 20 points

5 or more years 30 points

If you have satisfactory full-time experience working for a non-governmental employer operating a high pressure boiler while in possession of a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, for **You will receive:**

At least 1 year but less than 2 years 10 points

At least 2 years but less than 5 years 20 points

5 or more years 30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for experience which you obtain after the end of the Application Period.

Experience must be obtained by the last day of the Application Period (September 25, 2019).

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

It is critical that you promptly notify DCAS of any change to your Mailing Address, Email Address and/or Telephone Number. If we do not have your correct Mailing Address, Email Address and/or Telephone Number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or bring in person to the same address Monday through Friday from 9AM to 5PM. Your written 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

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Test and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

ADDITIONAL INFORMATION:

Selective Certification for positions requiring a Certificate of Qualification for Refrigerating System Operating Engineer issued by the New York City Fire Department (RMO): If you have a Certificate of Qualification for Refrigerating System Operating Engineer issued by the New York City Fire Department, you may be considered for promotion 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. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your certificate will be checked by the appointing agency at the time of promotion. If you are promoted through this selective certification, **this certificate must be maintained for the duration of your employment.**

Selective Certification for positions requiring a Certificate of Hazardous Materials issued by an OSHA-approved program (HME): If you have a Certificate of Hazardous Materials issued by an OSHA-approved program, you may be considered for promotion 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. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your Certificate will be checked by the appointing agency at the time of promotion. If you are promoted through this selective certification, **this certificate must be maintained for the duration of your employment.**

Selective Certification for positions requiring a Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for Handling Refrigerants issued by the United States Environmental Protection Agency (CFC): If you have a Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for Handling Refrigerants issued by the United States Environmental Protection Agency, you may be considered for promotion 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. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your Certificate will be checked by the appointing agency at the time of promotion. If you are promoted through this selective certification, **this certificate must be maintained for the duration of your employment.**

Selective Certification for positions requiring a Pool Operator's Certificate issued by New York State Department of Health approved course providers (POC): If you have a Pool Operator's Certificate issued by an approved New York State Department of Health course provider, you may be considered for promotion 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. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your Certificate will be checked by the appointing agency at the time of promotion. If you are promoted through this selective certification, **this certificate must be maintained 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 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.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

This promotion examination is for City agencies only, and not for the City University of New York (CUNY) or New York City Health + Hospitals. If you would like to apply for the promotion examination for Stationary Engineer (CUNY), you must submit a separate application and fee for Exam No. 0592 from September 5, 2019 through September 25, 2019. If you would like to apply for the promotion examination for Stationary Engineer (NYC Health + Hospitals), you must submit a separate application and fee for Exam No. 0505 from September 5, 2019 through September 25, 2019.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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. 91644; Skilled Craftsman and Operative Service.

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