



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 (CUNY)

Exam No. 0592

(For the City University of New York 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 (CUNY), under general supervision, are responsible for the operation, maintenance, adjustment, testing and repair of steam power plant, air conditioning, chiller plant, fire protection systems, electro-mechanical building equipment and related auxiliary systems in public buildings. They operate, maintain, repair and adjust manual and automatic gas and oil fired boilers, furnaces, steam reducing stations, engines, turbines, pumps, valves, heat exchangers, generators, motors, water treatment systems, cooling towers, condensers, evaporators, emergency generators and associated equipment for heating, ventilating, air conditioning, and lighting in public buildings; perform periodic inspections of equipment and repairs of such equipment; schedule, perform and may oversee preventive maintenance; direct the work of oilers, high pressure plant tenders and other subordinate personnel assigned to HVAC plant operation; take responsible charge of a watch and while so engaged supervise and direct subordinate personnel; address emergency repairs as required; operate control consoles in control rooms for building maintenance and building automation systems; adjust HVAC systems water chemistry through testing, treatment, retesting and recording of readings; prepare requisitions for materials and spare parts in accordance with College procedures; orient, train, and monitor subordinates and other personnel on plant operations and job related safety; read meters, gauges, and other recording devices and log the data; prepare and maintain records and write reports of both technical and informational nature regarding HVAC maintenance and repair. All Stationary Engineers (CUNY) perform related work.

#### Special Working Conditions:

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

Some of the physical activities performed by Stationary Engineers (CUNY) and environmental conditions experienced are: working in confined areas in a physical plant, including the boiler room, heating and 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 the City University of New York 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 High Pressure Plant Tender (CUNY) or Oiler (CUNY); **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 college'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 you are marked "Not Eligible", 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.

**REQUIREMENT(S) TO BE PROMOTED:**

**License/Certificate Requirements: By the last day of the Application Period** you must possess:

1. A valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings; **and**
2. A valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01) issued by the New York City Fire Department; **and**
3. A valid Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for handling refrigerants issued by the United States Environmental Protection Agency.

You must complete the Education and Experience Test, giving all required information on these licenses/certificates in order to qualify. These licenses/certificates must be maintained for the duration of your employment.

**You must clearly specify in detail all of your relevant licenses/certificates on your Education and Experience Test and submit it by the end of the application period (September 25, 2019). You will not receive credit for a license/certificate which you obtain after the application period, nor will you be permitted to submit new or additional information about your licenses/certificates online once the application period has ended.**

**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](http://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](http://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, Refrigerating System Operating Engineer Certificate (Q-01), and your Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate).**

**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/certificate 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 working for the City of New York as a permanent (non-provisional) employee, for any governmental entity other than the City of New York, or for any private 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, a valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01) issued by the New York City Fire Department and a valid Universal Chlorofluorocarbon (CFC) Certificate (EPA 608 Certificate) for handling refrigerants issued by the United States Environmental Protection Agency, 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, nor will you be permitted to submit new or additional information about your experience online once the application period has ended.**

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 promotion 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](http://www.nyc.gov/ess)
- All Others - including CUNY employees - 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](http://www.nyc.gov/examsforjobs)
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought 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 a CUNY 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 considered for promotion when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for positions requiring a Technician Recovery Certificate issued by the New York City Department of Environmental Protection (TER):** If you have a Technician Recovery Certificate issued by the New York City Department of Environmental Protection, 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 CUNY 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 Standpipe Certificate issued by the New York City Fire Department (SSA):** If you have a Standpipe Certificate 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 CUNY 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 an Automatic Sprinkler Certificate issued by the New York City Fire Department (ASC):** If you have an Automatic Sprinkler Certificate 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 CUNY 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 Supervision of Fire Alarm Systems and other Related Systems Certificate (S95) issued by the New York City Fire Department (FAS):** If you have a Supervision of Fire Alarm Systems and other Related Systems Certificate 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. 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 CUNY at the time of appointment. 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 the New York City Department of Health (POC):** If you have a Pool Operator's Certificate issued by the New York City Department of Health, 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 CUNY 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 any of these requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number and the Selective Certification you are requesting on your correspondence.

**List Termination:**

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Human Resources Management.

**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 CUNY only and not for City agencies or the NYC Health + Hospitals.** If you would like to apply for the promotion examination for Stationary Engineer for City agencies, you must submit a separate application and fee for Exam No. 0506 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.

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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](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City University of New York is an Equal Opportunity /Affirmative Action/Immigration and Control Act/ Americans with Disabilities Act Employer.  
Title Code No. 04915; Skilled Craftsman and Operative Service.

For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas) ; for CUNY: [cuny.edu](http://cuny.edu)