



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

# NOTICE OF EXAMINATION

## STATIONARY ENGINEER

Exam No. 0108

(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 movable 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.

### HOW TO QUALIFY:

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

**License/Certificate 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 appointment, 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 appointment, you must have:

1. A motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension, or an accident record, you may be disqualified. This license must be maintained for the duration of your employment;
2. A valid Refrigerating System Operating Engineer Certificate, 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 appointment, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**You must clearly specify in detail all of your relevant licenses and certificates 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 certificate which you obtain after the end of the application period (September 25, 2019).** You must complete the Education and Experience Test, giving all required information on these licenses 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.

**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.

**HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, 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.**

**THE TEST:**

Your score will be determined by an Education and Experience test. You will receive a score of 70 points for meeting the license and 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 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).**

**THE TEST RESULTS:**

If you pass the Education and Experience test, your name will be placed in final score order on an eligible list and you will be given a list number. 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. 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](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

**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) or 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](http://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](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 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>.

**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 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 the appointing agency at the time of appointment. If you are appointed 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 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 the appointing agency at the time of appointment. If you are appointed 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 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 the appointing agency at the time of appointment. If you are appointed 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 New York State Department of Health approved course provider, 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 the appointing agency at the time of appointment. If you are appointed through this selective certification, **this certificate must be maintained for the duration of your employment.**

**The above Selective Certification requirements may be met at any time during the duration of the list.** If you meet the Selective Certification 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 state the Selective Certification code 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, then Notifications. 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.

**Promotion Test:** A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

**This examination is for all City agencies and not for NYC Health + Hospitals and the City University of New York (CUNY).** If you would like to apply for Stationary Engineer in NYC Health + Hospitals, you must submit a separate application and fee for Exam No. 0109 from September 5, 2019 to September 25, 2019. If you would like to apply for Stationary Engineer within CUNY, you must submit a separate application and fee for Exam No. 0801 from September 5, 2019 to September 25, 2019.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, 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.

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