



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG  
Mayor

DONALD P. BROSEN  
Acting Commissioner

# NOTICE OF EXAMINATION

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

## STATIONARY ENGINEER (ELECTRIC) Exam. No. 1016

**WHEN TO APPLY:** From: **October 6, 2010**  
To: **October 26, 2010**

**APPLICATION FEE: \$60.00**  
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, January 22, 2011.**

**WHAT THE JOB INVOLVES:** Stationary Engineers (Electric), under general supervision, operate, inspect, and adjust high and/or low voltage electrically powered plant equipment including diesel engines. They operate, inspect, maintain, repair, test and adjust equipment such as: generators, pumps, transformers, electric motors, bearings, switchboards, controllers, compressors, meters, gauges, valves, fittings, heating apparatus, converters, rectifiers, controls, circuit breakers, etc; operate dual and tri-fuel engines, generators, pumps, blowers, high tension switchboards and electrical equipment (permanent and portable); they oil, clean, and make minor repairs to this equipment; read meters, gauges, and recording devices; keep records; prepare reports; take responsible charge of a watch, and while so engaged are responsible for and direct subordinate personnel; instruct and guide subordinates and other personnel; oversee the corrective and preventive maintenance of equipment and structures; perform inspections and assessments of assigned facility; may monitor telemetry of Collection System Operations; direct operations to prevent bypassing; maintain combined sewer overflow retention facilities, inflatable damn in-line storage facilities, and in-situ aeration of water bodies; may operate a motor vehicle; and perform related work.

**Special Working Conditions:** Stationary Engineers (Electric) may be required to work shifts including nights, Saturdays, Sundays, and holidays depending upon the needs of the service. Employees will be paid salary differentials for such work.

Some of the physical activities performed by Stationary Engineers (Electric) and environmental conditions experienced are: while working near high voltages (**600 volts or more**), lift and carry objects weighing approximately fifty pounds; use power driven and regular hand tools; work with hands at arms length overhead while standing on ladders; may stand for an extended period of time; work in confined areas and in restricted spaces on surfaces such as metal gratings. They may be required to work in temperatures ranging from 0° Fahrenheit to 105° Fahrenheit in varying atmospheric conditions such as high and low humidity; work in the presence of toxic and/or corrosive chemicals and moving parts of machinery and equipment.

(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 \$45.49 per hour. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

- Online at the DCAS WEBSITE:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. This form 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 form that pertain to you when you complete your Application for Examination.

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO QUALIFY:

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

1. Five years of full-time satisfactory experience within the last 10 years in responsible charge of the operation of plants or facilities utilizing high tension electrical equipment (600 volts or more), including troubleshooting and repairing such equipment, in one or more of the following: electrical generating stations, electrical switching stations, water treatment plants, wastewater treatment plants, water pumping stations or high volume ventilation systems; or
2. A baccalaureate degree in electrical, civil or mechanical engineering from a college or university, 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), and two years of full-time satisfactory experience as described in "1" above; or
3. An associate degree in Science or Applied Science from a college or university, 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), with a major in Water Quality Monitoring, Wastewater Treatment Plant Operations, Environmental Health, Environmental Control, Electrical Technology, Mechanical Technology, and four years of full-time satisfactory experience as described in "1" above and; or
4. Two years of full-time satisfactory experience as described in "1" above plus three years of full-time satisfactory experience as an electrician; or
5. Five years of full-time satisfactory experience within the last 10 years as an electrician, including three years of full-time satisfactory experience troubleshooting and repairing high tension electrical equipment (600 volts or more) such as that described in "1" above; or
6. A satisfactory combination of education and/or experience which is equivalent to "1", "2", "3", "4", or "5" above. Education may be substituted for experience on the basis that one year of experience will be credited for each 60 semester credits from a college or university, 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), leading to a baccalaureate or associate degree in one of the disciplines described in "2" or "3" above. However, all candidates must have at least two years of satisfactory experience as described in "1" above, except for candidates who qualify under "5" above.

## REQUIREMENTS TO BE APPOINTED:

**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.

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

## REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** This form must be filled out completely, sections A, B, C, and D, 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 by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying on-line**, follow the online instructions.
3. **Foreign Education Fact Sheet** (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 Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. 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 CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, New York, NY, 10007, to obtain a duplicate card.

**THE TEST:** You will be given a multiple-choice test. 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 multiple-choice test may include questions on job related mathematics; fundamentals of electronics, electric circuits and machines; instrumentation and control fundamentals, and computer operations and logic; operation, maintenance, troubleshooting and repair of electric motors, generators, internal combustion engines, diesel engines, pumps, compressors, blowers, boilers and HVAC equipment and systems, and hydraulic and auxiliary equipment; principles of supervision; record keeping and report writing; safety; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

## Exam 1016 - Stationary Engineer (Electric)

**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, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked qualified, 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. 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 Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. This requirement may be met at any time 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, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Selective Certification for Grade 3A Operator Certificate:**

If you possess or expect to obtain certification as a Grade 3A Operator of Public Sewage Treatment Plants by the New York State Department of Environmental Conservation ("NYS DEC") within eighteen (18) months of appointment as a Stationary Engineer (Electric), you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. [Note: The training, education and experience requirements for certification as a Grade 3A Operator may be obtained by calling the NYS DEC at (518) 402-8545 or (718) 482-4900 visiting the NYS DEC website at [www.dec.ny.gov](http://www.dec.ny.gov)]. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate in the Wastewater Treatment Plants, in the Bureau of Wastewater Treatment, operated by the NYC Department of Environmental Protection. This Certificate must be maintained for the duration of the assignment.

At the time of appointment, the appointing officer will review your education and experience to determine whether you currently possess this certification or will be able to complete the requirements for the Grade 3A Operators Certificate within a maximum of 18 months from the appointment date. If it is determined that you do not currently possess this certification and will not be able to complete these requirements within this time period, you will not be qualified to be appointed to such positions and your name will be removed from the Selective Certification List. However, your name will remain on the general list for Stationary Engineer (Electric). Additionally, if, during the life of the eligible list established for this examination, you become qualified for this Selective Certification, you may request to have your name restored or added to the Selective Certification.

In order to successfully complete the probationary period, qualified applicants appointed from this Selective Certification must, by the end of the probationary period, complete all requirements for certification as a Grade 3A Operator. The probationary period for this position is one year; however, appointees who have not completed all requirements for the certificate by the end of the one year probationary period will have their probation extended for six months. Appointees who have not completed all requirements for the certificate by the end of eighteen months will be terminated.

**Selective Certification for Grade 3 Operator Certificate:** If you possess or expect to obtain certification as a Grade 3 Operator of Public Sewage Treatment Plants by the New York State Department of Environmental Conservation ("NYS DEC") within eighteen (18) months of appointment as a Stationary Engineer (Electric), you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. [Note: The training, education and experience requirements for certification as a Grade 3 Operator may be obtained by calling the NYS DEC at (518) 402-8016 or (718) 482-4900, or by visiting the NYS DEC website at [www.dec.ny.gov](http://www.dec.ny.gov).] If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate in the Wastewater Treatment Plants, in the Bureau of Water Supply, operated by the NYC Department of Environmental Protection. This Certificate must be maintained for the duration of the assignment.

At time of appointment, the appointing officer will review your education and experience to determine whether you currently possess this certification or will be able to complete the requirements for the Grade 3 Operators Certificate within a maximum of eighteen (18) months from the appointment date. If it is determined that you do not currently possess this certification and will not be able to complete these requirements within this time period, you will not be qualified to be appointed to such positions and your name will be removed from the Selective Certification List. However, your name will remain on the general list for Stationary Engineer (Electric). Additionally, if, during the life of the eligible list established for this examination, you become qualified for this Selective Certification, you may request to have your name restored or added to the Selective Certification.

In order to successfully complete the probationary period, qualified appointees from this Selective Certification must, by the end of the probationary period, complete all requirements for certification as a Grade 3 Operator. The probationary period for this position is one year; however, appointees who have not completed all requirements for the certificate by the end of the one year probationary period will have their probation extended for six months. Appointees who have not completed all requirements for the certificate by the end of eighteen months will be terminated.

If you are appointed from a Selected Certification of a list, your name will be removed from the general list.

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

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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, 14<sup>th</sup> floor, NY, NY. 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91645; Skilled Craftsman and Operative Service

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