



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

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

DONALD P. BROSEN
 Acting Commissioner

NOTICE OF EXAMINATION

PROMOTION TO STATIONARY ENGINEER (ELECTRIC) Exam. No. 1507

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 are eligible to take this examination, you must submit an application using one of the following options:

- 1. Online at the DCAS WEBSITE:** Go to the Online Application System (OASys) at 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.
- 2. By mail:** Fill out an "Application for Examination" form and return the completed application form and application fee to DCAS Application Unit, 1 Centre Street, 14th 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 eligibility requirements for this examination prior to submitting the 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 TAKE EXAMINATION: This examination is open to each employee of the Department of Environmental Protection and of the Department of Transportation who **on the date of the multiple-choice test:**

1. holds a permanent(not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Oiler or Senior Sewage Treatment Worker; and
2. is not otherwise ineligible.

This examination is also open to employees who were appointed to the eligible title pursuant to New York State Civil 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 may be given the test before we verify your eligibility.

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.

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. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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.

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 eligible, 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 promotion 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 promotion 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 promoted 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, 14th 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 promotion as a Stationary Engineer (Electric), you may be considered for promotion 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]. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate within New York City 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 promotion, the promoting 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 promotion 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 eligible to be promoted 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, eligibles promoted 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, individuals who are promoted and have not completed all requirements for the certificate by the end of the one year probationary period may have their probation extended for six months. Individuals who are promoted and have not completed all requirements for the certificate by the end of eighteen months will be demoted.

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 promotion as a Stationary Engineer (Electric), you may be considered for promotion 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.] If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate outside the City of New York 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 promotion, the promoting 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 18 months from the promotion 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 eligible to be promoted 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, eligibles promoted 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, individuals who are promoted and have not completed all requirements for the certificate by the end of the one year probationary period may have their probation extended for six months. Individuals who are promoted and have not completed all requirements for the certificate by the end of eighteen months will be demoted.

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

SPECIAL ARRANGEMENTS:

Late Filing: Consult your **department's Human Resources representative** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but on or before the date of the multiple-choice test.

Note: 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.

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, 14th 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