



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

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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

**HIGH PRESSURE PLANT TENDER (CUNY)
Exam No. 3053
(For The City University of New York Only)
AMENDED NOTICE (January 23, 2013)**

WHEN TO APPLY: From: January 23, 2013 **APPLICATION FEE: \$82.00**
To: January 30, 2013 **If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.**

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 23, 2013.**

The Notice of Examination is amended to reopen filing from January 23, 2013 to January 30, 2013, change the multiple-choice test date from February 23, 2013 to March 23, 2013, revise the test description to eliminate the qualifying multiple-choice part, and add a paragraph titled Employment of Civil Service Employees under the Additional Information section. Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: High Pressure Plant Tenders, under direct supervision, tend oil, gas or coal fired high-pressure boilers, incinerator furnaces and related equipment, and assist in the maintenance and repair of this equipment. May be assigned to inspect, maintain and repair heating, ventilation, refrigeration, air conditioning and related auxiliary systems and equipment. They hand fire high-pressure boilers using solid fuels, and stoker equipment and incinerator furnaces using burnable refuse; clean fires; tend and operate stoker equipment, oil-, gas-, or coal-fired high-pressure boilers and incinerator furnaces, and related equipment; maintain, clean, repair and assist in the inspection and testing of high-pressure boilers, incinerators, auxiliaries and related equipment; maintain, clean, repair and/or tend to, and assist in the inspection and testing of equipment and systems used in heating, ventilation, refrigeration, air conditioning and related auxiliary equipment, such as cooling towers, air handlers, chilled water pumps, air cleaners and filters, fans, heat exchangers, tubes, air treatment assemblies, humidifiers/dehumidifiers, and controls; may dismantle and/or assemble equipment associated with heating, ventilation, refrigeration, air conditioning and mechanical systems to make it operational; requisition parts as required; and may operate a motor vehicle. All High Pressure Plant Tenders (CUNY) perform related work.

Some of the physical activities performed by High Pressure Plant Tenders (CUNY) and environmental conditions experienced are: Climbing stairs, ladders and over boiler room equipment; standing upright for extended periods of time; using vision to read small numbers and markings on gauges and equipment; using vision and hearing to avoid injury from overhead piping and rotating machinery; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; working in confined areas inside boilers and under piping which may be dusty and dark; lifting metal objects weighing up to 60 pounds; and working with alkaline and acidic chemicals used in boiler water treatment.

Special Working Conditions: High Pressure Plant Tenders (CUNY) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$31.35 per hour for a 40-hour work week. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on 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 forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

The Computerized Testing Centers will be closed on Monday, 11/12 and Thursday, 11/22.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. 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."

HOW TO QUALIFY: You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

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

1. Two years of full-time satisfactory experience within the last 10 years operating and maintaining high pressure boilers or the equivalent marine experience; or
2. Not less than one year of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved college 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) or an approved trade or vocational high school approved by a State's Department of Education or a recognized accrediting organization, to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school.

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

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 University of New York.

REQUIRED FORMS:

1. **Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out Sections A.1 through A.4, B, and C. This form must be filled out completely 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 online, follow the online instructions. If you are applying by mail, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
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, Manhattan, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Card. 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 multiple-choice test.

The multiple-choice test may include questions on the operation and maintenance of high pressure boilers including burner, ignition, controls, valves, pumps, meters, gauges and regulators; operation and maintenance of auxiliaries and refrigeration equipment; selection and usage of lubricants, packing and gaskets; use of appropriate tools, instruments and lubricating devices; safety; and other related areas.

The multiple-choice test may include questions which may require the use of any of the following abilities:

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly.

Written Comprehension: understanding written sentences and paragraphs.

Written Expression: using English words or sentences in writing so that others will understand.

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.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Employment of Civil Service Employees: Please note that the City University of New York (CUNY) is a separate employer, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of seniority and time and leave accruals is his/her date of appointment to CUNY.

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 given to you on the day of the multiple choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. This requirement 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 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. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

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.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for High Pressure Plant Tender in City agencies you must submit a separate application and fee for Exam. No. 3029 with filing from November 7, 2012 through November 27, 2012. If you would like to apply for Plant Maintainer (Hospitals)/Oiler (HHC) or Plant Maintainer (Hospitals)/Tender (HHC) you must submit a separate application and fee for Exam. Nos. 3034 or 3035 with filing from November 7, 2012 through November 27, 2012.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City University of New York is an Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/
Americans with Disabilities Act Employer

Title Code No. 91650; Skilled Craftsman and Operative Service.

For information about other exams, and your exam, call 212-669-1357.
Internet: nyc.gov/dcas; for CUNY: cuny.edu