



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

REQUIRED INFORMATION
APPLICATION EDUCATION AND EXPERIENCE TEST

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

**STATIONARY ENGINEER (CUNY)
 Exam No. 4073
 (For The City University of New York Only)
 AMENDED NOTICE - JUNE 18, 2014**

WHEN TO APPLY: From: June 4, 2014 To: July 1, 2014	APPLICATION FEE: \$101.00 If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.
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The Notice of Examination is amended to eliminate the requirement of an Air Pollution Certificate issued by the United States Environmental Protection Agency and to extend filing to July 1, 2014. Candidates who filed previously need not file again.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 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 and refuse incinerators; 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.

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.

Special Working Conditions: Stationary Engineers (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 \$49.21 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, 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 information. 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, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

payable to DCAS (Exams).

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

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.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."

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 marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

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 issued by the New York City Fire Department; and
3. A valid Universal Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency.

You must complete all parts of Section C of 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. You will not receive credit for licenses/certificates which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your licenses/certificates once the application period has ended.

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 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 section B to indicate your experience, section C to indicate your possession of a High Pressure Boiler Operating Engineer License, a Refrigerating System Operating Engineer certificate, a Universal Chlorofluorocarbon (CFC) certificate, and section D (if applicable) to indicate your interest in Selective Certification. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

THE TEST: You will be given a license/certificate and experience test. Your score on this test will be used to determine your place on an eligible list. On the license/certificate 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, a valid Certificate of Qualification for Refrigerating System Operating Engineer issued by the New York City Fire Department, and a valid Universal Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency, for:

At least 1 year, but less than 2 years	You will receive: 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 once the application period has ended.

Experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the license/certificate and experience 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:

Appointment of New York City Civil Service Employees: Please note that the City University of New York (CUNY) is a separate municipal employer; therefore, 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 salary, seniority, and time and leave accruals is his/her date of appointment to CUNY.

Selective Certification for positions requiring a Technician Recovery Certificate issued by the New York City Department of Environmental Protection: If you have a Technician Recovery Certificate issued by the New York City Department of Environmental Protection, 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, state "TER" in Section D of the Education and Experience Test. 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 Standpipe Certificate issued by the New York City Fire Department: If you have a Standpipe 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, state "SSA" in Section D of the Education and Experience Test. 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 an Automatic Sprinkler Certificate issued by the New York City Fire Department: If you have an Automatic Sprinkler 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, state "Automatic Sprinkler" in Section D of the Education and Experience Test. 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 an Interior Fire Alarm Certificate issued by the New York City Fire Department: If you have an Interior Fire Alarm 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, state "IFA" in Section D of the Education and Experience Test. 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 the New York City Department of Health: If you have a Pool Operator's Certificate issued by the New York City Department of Health, 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, state "POC" in Section D of the Education and Experience Test. 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 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 - TEEG, 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, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Stationary Engineer in City agencies you must submit a separate application and fee for Exam. No.

4072 from June 4, 2014 through June 24, 2014. If you would like to apply for Stationary Engineer in HHC you must submit a separate application and fee for Exam No. 4074 from June 4, 2014 through June 24, 2014.

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 Computer-based Testing and Application 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. 04915; Skilled Craftsman and Operative Service.

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