



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

REQUIRED INFORMATION

APPLICATION

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO HEATING PLANT TECHNICIAN (HOUSING AUTHORITY)  
Exam No. 6506  
New York City Housing Authority**

**WHEN TO APPLY:** From: September 2, 2015

**APPLICATION FEE:** \$40.00

To: September 22, 2015

**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.**

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Tuesday, December 15, 2015.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Heating Plant Technicians (Housing Authority), under supervision, operate heating and domestic hot water boilers in public housing developments. They stand watch and fire low pressure boilers; maintain, adjust, and make minor repairs to boilers, industrial oil burners, heating and domestic hot water equipment and all auxiliaries; keep logs and make reports as required; when assigned to a roving team in the operations area, respond to emergency dispatches and perform minor repairs of heating systems and related equipment to remedy the alarm conditions, especially those caused by abnormalities in steam and hot water; may operate a motor vehicle to travel to assigned and emergency work locations and to transport needed equipment throughout the five boroughs; check assigned vehicle to ensure that it is in proper operating condition and report the need for routine servicing; complete equipment and activity reports. All Heating Plant Technicians (Housing Authority) perform related work.

Some of the physical activities performed by Heating Plant Technicians (Housing Authority) and environmental conditions experienced are: 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 work environment; climbing stairs, ladders and over boiler room equipment; standing upright for extended periods of time; 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:** Heating Plant Technicians (Housing Authority) may be required to work shifts, including nights, weekends 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 \$27,772 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, submit an application on 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 file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, September 5, and Monday, September 7, 2015.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://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 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 Guide that pertain to you when you complete your "Application for Examination."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Housing Authority who **on the date of the multiple-choice test:**

1. holds a permanent (not provisional) appointment, or appears on a Preferred List (see Note 1, below) for the Competitive Class title of Housing Caretaker; or is employed in or appears on a Recall List (see Note 2 below) for the Labor Class title of Caretaker (Housing Authority) or for the Non-Competitive Class title of Emergency Service Aide (Housing Authority); **and**
2. has satisfactorily completed the training course "Fundamentals of Heating Plant Operations" given by organizations approved by New York City Housing Authority; **and**
3. is not otherwise ineligible.

(Note 1: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

(Note 2: A "Recall List" is a list for former Labor Class and Non-Competitive Class employees who have rehiring rights.)

For this examination only, eligibility is extended to employees holding the above Competitive Class, Labor Class, and Non-Competitive Class positions which have been determined by the Department of Citywide Administrative Services to be in related or collateral lines of promotion.

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.

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. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** For all eligible titles, you must have completed your probationary period in an eligible title. Additionally, at the time of promotion from the eligible title of Housing Caretaker, you must be either: (1) permanently employed in the eligible title and you must have been employed in that title for at least one year; or (2) your name must appear on a Preferred List for the title. At the time of promotion from Caretaker (Housing Authority) or from Emergency Service Aide (Housing Authority), you must be employed in the eligible title and you must have been employed in that title for at least one year or appear on a Recall List for an eligible title.

**Note:** A Certificate of Fitness for Low Pressure Oil Burner (P-99), issued by the New York City Fire Department, must be obtained within six months of promotion. The certificate is required for satisfactory completion of the probationary period. This certificate must be maintained thereafter for the duration of employment.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Administration, Customer and Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. 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, labor class, or non-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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Heating Plant Technician (Housing Authority). Task categories to be tested are as follows: operation of heating and domestic hot water boilers, industrial oil burners, and all related auxiliaries; inspection and maintenance of heating and domestic hot water boilers, industrial oil burners, and all related auxiliaries; record keeping and administrative functions; and work place safety and general housekeeping.

The multiple-choice test may include questions on the knowledge of controls and safety devices; operation, maintenance, and repair of boilers and auxiliary equipment; tools used in a low-pressure boiler plant; proper work, environmental, and safe boiler room practices; basic electrical and mechanical principles; piping; standards of proper employee ethical conduct; and other related areas.

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

**Written Comprehension:** Understanding written sentences and paragraphs. Example: A Heating Plant Technician (Housing Authority) would use this ability when reviewing written task assignments and notes.

**Written Expression:** Using English words or sentences in writing so that others will understand. Example: A Heating Plant Technician (Housing Authority) would use this ability when writing legible notes.

**Number Facility:** Adding, subtracting, multiplying, and dividing quickly and correctly. Example: A Heating Plant Technician (Housing Authority) would use this ability when adding the total number of parts on a circuit.

**Problem Sensitivity:** Determining when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: A Heating Plant Technician (Housing Authority) would use this ability when assessing and diagnosing mechanical issues on a piece of equipment.

**Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers. Example: A Heating Plant Technician (Housing Authority) would use this ability when troubleshooting problems and determining a solution.

**Information Ordering:** Following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A Heating Plant Technician (Housing Authority) would use this ability when repairing or replacing a mechanical device following predetermined steps.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**Warning:** 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for Driver License and a Certificate of Fitness:** If you have a motor vehicle Driver License that is valid in the State of New York **and** a Certificate of Fitness to operate Air Compressors (G-35 or A-35) issued by the New York City Fire Department, you may be considered for promotion to positions requiring this license and certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license and certificate. 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 and your Certificate of Fitness will be checked by the promoting agency at the time of promotion. If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License and your Certificate of Fitness for the duration of your employment.

If you meet these requirements at some future date, please submit documentation 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 and your social security number on your correspondence.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** 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 on which testing is expected to begin.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Administration, Customer and Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91619; Housing Maintenance and Custodial Occupational Group.

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