



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATIONS CENTER  
 18 WASHINGTON STREET  
 NEW YORK, NY 10004

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| <b>REQUIRED FORMS</b> |
| APPLICATION FORM      |

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO SENIOR STATIONARY ENGINEER**  
**Exam. No. 4531**  
**(For Agencies Under the Jurisdiction of DCAS Only)**

**WHEN TO APPLY:** From: **June 1, 2005**      **APPLICATION FEE: \$60.00**  
 To: **June 21, 2005**      *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, October 1, 2005.**

**WHAT THE JOB INVOLVES:** Senior Stationary Engineers, under direction, are in responsible charge of the operation, maintenance and repair of all utilities in large public buildings and of steam power and/or refuse incinerator plants or swimming pools and skating rinks. They take responsible charge of the operation, maintenance, and repair of plant equipment such as boilers, furnaces, refuse incinerators, pumps, fans, engines, turbines, generators, electrical and heating and ventilation equipment, air conditioning and refrigeration systems, mechanical, electrical, and plumbing equipment in swimming pools and skating rinks; may operate or supervise the operation of control consoles in control rooms and/or computerized building automation systems; supervise assigned personnel; prepare work schedules and direct the assignment of personnel; prepare equipment and material requisitions required for operation, maintenance and repair; direct and evaluate studies of operating procedures; determine and direct work procedures; set up and keep records to indicate plant performance; keep records and write reports; and perform related work.

Some of the physical activities performed by Senior Stationary Engineers and environmental conditions experienced are: Communicating orally in a noisy environment; climbing stairs, ladders, and over equipment; standing upright for extended periods of time; walking over wet and slippery surfaces; working on surfaces at substantial height; and may operate a motor vehicle in the performance of assigned duties.

(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 \$35.94 per hour. This rate is subject to change.

**HOW TO APPLY:** If you believe that you are eligible to take this exam and you meet the requirements in the "Requirement's to be Promoted" section, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

**ELIGIBILITY TO TAKE THE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of **Stationary Engineer**; and
- (2) is not otherwise ineligible.

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

If you do not know your permanent title or whether you are on a Preferred list, 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 you are marked "Not Eligible," your application fee will not be refunded and your test paper(s) will not be rated.

**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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**REQUIRED FORM:**

**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.

**REQUIREMENTS TO BE PROMOTED:**

**License for High-Pressure Boiler Operating Engineer:** At the time of promotion you must possess a valid license for High-Pressure Boiler Operating Engineer issued by the New York City Department of Buildings. This license must be maintained for the duration of your employment.

Additionally, for promotion in certain New York City agencies, you may also be required to possess a valid Certificate of Equivalent Instruction issued by the New York City Department of Environmental Protection and/or a valid Certificate of Qualification for Refrigeration Machine Operator (Unlimited Capacity) issued by the New York City Fire Department. You may also be required, within 90 days from the day of promotion, to obtain a valid Standpipe Certificate and Automatic Sprinkler Certificate issued by the New York City Fire Department. These certificates, if required, must be maintained for the duration of your employment.

**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 1/2 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 the operation, maintenance and repair of all utilities in large public buildings such as steam power and/or refuse incinerator plants, swimming pools, skating rinks, electrical systems and heating and ventilation equipment, supervision, personnel relations, standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

**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 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.

**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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious beliefs, follow the instructions included with the "Application for Examination."

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

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91638; 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)