



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

<b>REQUIRED FORM</b>
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**SENIOR STATIONARY ENGINEER (CUNY)  
 Exam No. 2051  
 (For the City University of New York only)**

<p><b>WHEN TO APPLY:</b> From: <b>March 28, 2012</b></p> <p style="text-align: center;">To: <b>April 17, 2012</b></p> <p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday June 16, 2012.</b></p>	<p><b>APPLICATION FEE: \$96.00</b></p> <p><b>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</b></p>
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**WHAT THE JOB INVOLVES:** Senior Stationary Engineers (CUNY), under direction, are in responsible charge of the operation, maintenance and repair of all utilities in public buildings and of steam power plants, chiller plants, fire protection systems, swimming pools or indoor tennis courts. They take responsible charge of the operation, maintenance, testing and repair of plant equipment such as boilers, furnaces, refuse incinerators, pumps, fans, engines, turbines, generators, electrical equipment, heating and ventilating equipment, air conditioning and refrigeration systems; operate and/or supervise the operation of control consoles for building management and boiler management systems; troubleshoot problems with computerized controls, determine the source of the malfunction and take necessary steps to resolve the problem; are in responsible charge of operation, maintenance and repair of mechanical, electrical, and plumbing equipment in University buildings; supervise assigned personnel; train staff in the operation, maintenance and use of equipment and systems; prepare work schedules and direct the assignment of personnel; work within budgetary guidelines; plan, allocate and maintain inventory and supplies for preventative and emergency maintenance needs; prepare equipment and material requisitions, including specifications and vendor bids required for operation, maintenance and repair; may prepare scope of work for vendor contracts; direct and evaluate studies of operating procedures for plant operation and maintenance; participate in the review of DASNY plans for new and/or rehabilitation construction projects and provide comments and recommendations; determine and direct work procedures and prioritize work in response to changing needs; ensure compliance with all jurisdictional codes; read plans and blueprints; keep records and write reports; may operate a motor vehicle in the performance of assigned duties. All Senior Stationary Engineers perform related work.

Some of the physical activities performed by Senior Stationary Engineers (CUNY) 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.

**Special Working Conditions:** Senior 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 \$54.51 per hour. 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](http://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.

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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). 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:

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

1. One year of full-time experience as a stationary engineer in charge of a high pressure plant supervising a subordinate staff in the operation, maintenance and adjustment of high-pressure boilers; and
2. Have 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;

**Certificate requirement:** By the time you are appointed to this position, you must have a valid Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) issued by the New York City Fire Department, a CFC certificate for handling refrigerants issued by the United States Environmental Protection Agency and a valid Certificate of Equivalent Instruction (Air Pollution Certificate) issued by the New York City Department of Environmental Protection. These certificates must be maintained for the duration of your employment.

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.

**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 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 B, C, and D (optional). 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form.

**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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST:** You will be given a multiple-choice test. 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 test.

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, electrical systems and heating and ventilation equipment, supervision, personnel relations, job related calculations, standards of proper employee ethical conduct, 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.

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 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:** This examination is for positions with the City University of New York (CUNY) only.

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

**Selective Certification:** You may be considered for appointment to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. These requirements 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, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. Your certificates will be checked by the appointing agency at the time of appointment.

**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 and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Technician Recovery Certificate for the duration of your employment.

**Selective Certification for positions requiring a Standpipe Certificate and an Automatic Sprinkler Certificate issued by the New York City Fire Department:** If you have a valid Standpipe Certificate and a valid Sprinkler Certificate and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Standpipe and Sprinkler Certificates 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 a valid Interior Fire Alarm Certificate and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Interior Fire Alarm Certificate for the duration of your employment.

**Selective Certification for positions requiring a Pool Operators Certificate issued by the New York City Department of Health:** If you have a Pool Operators Certificate issued by the New York City Department of Health and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Pool Operators Certificate for the duration of your employment.

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

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.04916; Skilled Craftsman and Operative Service.

For information about other exams call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)