



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 FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

## PROMOTION TO HEATING PLANT TECHNICIAN (HOUSING AUTHORITY) Exam No. 3543 New York City Housing Authority

**WHEN TO APPLY:** From: March 6, 2013

**APPLICATION FEE:** \$40.00

To: March 26, 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, June 15, 2013.**

**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; 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 \$27,772.00 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, 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 Guide:** This guide 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](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). 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.

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 you are marked "Not Eligible," 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 permanently employed in the eligible title or your name must appear on a Preferred List for the title. In addition, you must have been permanently employed in the eligible title for at least one year. At the time of promotion from Caretaker (Housing Authority) or from Emergency Service Aide (HA), you must be employed in or appear on a Recall List for the eligible title and you must have been employed in the title for at least one year.

A Certificate of Fitness for Low Pressure Oil Boilers (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 of the test. If you do not receive an Admission Notice 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 notice.

**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, non-competitive or labor 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 safety, 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, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

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

**Written Comprehension:** The ability to understand written sentences and paragraphs.

**Written Expression:** The ability to use English words or sentences in writing so that others will understand.

**Number Facility:** Adding, subtracting, multiplying, and dividing quickly and correctly.

**Information Ordering:** The ability to follow 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.

**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, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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.

**ADDITIONAL INFORMATION:**

**Selective Certification For Promotion to Certain Positions:** You may be considered for promotion 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.

1. A motor vehicle driver license that is valid in the State of New York. If you have any moving violation, license suspension or an accident record, you may be disqualified. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment; and**
2. A Certificate of Fitness to operate Air Compressors (G-35 or A-35), issued by the New York City Fire Department. **If you are promoted through Selective Certification, this certificate must be maintained for the duration of your employment.**

If you 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. These requirements may be met at any time during the duration of the list. If you meet these requirements 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.

**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 of the multiple-choice test.

**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;
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.

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

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)