



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 INFORMATION</b>
APPLICATION

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO SENIOR STATIONARY ENGINEER (CUNY)**  
**Exam No. 6538**  
**(For The City University of New York Only)**  
**AMENDED NOTICE - March 9, 2016**

<p><b>WHEN TO APPLY:</b> From: <b>January 6, 2016</b></p> <p style="padding-left: 100px;"><b>To: January 26, 2016</b></p>	<p><b>APPLICATION FEE: \$101.00</b></p> <p><b>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.</b></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, May 14, 2016.</b></p>	

**The Notice of Examination is amended to add the Written Test Description.**

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

**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; may 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 Dormitory Authority of the State of New York (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 (CUNY) perform related work.

**Special Working Conditions:** Senior Stationary Engineers (CUNY) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

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.

(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 for a 40 hour work week. This rate is subject to change.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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>.

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 Monday, January 18, 2016.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_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 City University of New York (CUNY) who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of **Stationary Engineer (CUNY)**; 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.)

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 campus 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:** 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.

**REQUIRED TO BE PROMOTED:**

**License/Certificate Requirement:** 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, a valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01) by the New York City Fire Department, and a valid Certificate of Equivalent Instruction (Air Pollution Certificate) issued by the New York City Department of Environmental Protection. These licenses and certificates must be maintained for the duration of employment.

In addition to the aforementioned license and certificates, eligibles may also be required, depending on the individual needs of certain Colleges to obtain, within 90 days from the day of promotion, a valid Certificate of Fitness including a Standpipe Certificate, an Automatic Sprinkler Certificate, and an interior Fire Alarm Certificate issued by the New York City Fire Department; a Pool Operators Certificate issued by the New York City Department of Health; and a Technician Recovery Certificate issued by the Department of Environmental Protection. These certificates, if required, must be maintained for the duration of employment.

**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 1/2 point for each three months of completed, permanent, continuous service with the City University

of New York 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 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 Senior Stationary Engineer (CUNY). Task areas to be tested are as follows: Operation, maintenance and repair of plant equipment; supervision; administration; emergency procedures; water treatment and testing; and monitoring and recording.

The test may include questions on knowledge of boilers and auxiliaries, hot water generating systems, appropriate tools and instruments, safety procedures and practices, related mathematics, basic electricity, related mechanical concepts, related plumbing concepts, related chemical concepts, lubricants, packing and gaskets, pumping systems, fuels, related HVAC and air handling systems, water chemistry, rigging and lifting, instrumentation, emergency power transfer switches and distribution; standards of proper employee ethical conduct; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

**Judgement & Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one. A Senior Stationary Engineer (CUNY) may use this ability when supervising a large heating plant.

**Management of Material Resources:** Managing the things needed for work to be accomplished. A Senior Stationary Engineer (CUNY) may use this ability when ordering supplies.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. A Senior Stationary Engineer (CUNY) may use this ability when assigning personnel to various posts.

**Time Management:** Managing one's own time and the time of others in order to promote effective use of work hours. A Senior Stationary Engineer (CUNY) may use the ability when creating work schedules.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. A Senior Stationary Engineer (CUNY) may use this ability when reading an instruction manual for various machinery.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. A Senior Stationary Engineer (CUNY) may use this ability when updating logs.

**Coaching and Mentoring:** Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. A Senior Stationary Engineer (CUNY) may use this when training a new employee.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. A Senior Stationary Engineer (CUNY) may use this ability when working with various coworkers and subordinates on a project.

**Integrity:** Acting in an honest and ethical manner. A Senior Stationary Engineer (CUNY) may use this ability when reviewing bids.

**Dependability:** Fulfilling obligations and acting in a reliable, responsible and dependable manner. A Senior Stationary Engineer (CUNY) may use this ability when complying with various fire safety codes, city, state and federal regulations.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. A Senior Stationary Engineer (CUNY) may use this ability when reading meters, gages and displays.

**Updating & Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job. A Senior Stationary Engineer (CUNY) may use this ability when directing and evaluating studies.

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, your test score may be nullified, you may not receive your test results, 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, or State issued identification card, or US Government issued Passport, or US Government issued Military Identification Card, or US Government issued Alien Registration Card, or 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.

**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 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 RESULTS:** If you pass the multiple-choice test and are marked eligible, 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 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 promotion, 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:**

**Appointment of New York City Civil Service Employees:** Please Note that 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:** If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date is established, unless extended by the CUNY Vice Chancellor for Human Resources Management.

**This promotion examination is for positions with the City University of New York (CUNY) only. If you would like to apply for the open competitive examination for Senior Stationary Engineer in City agencies, you must submit a separate application and fee for Exam No. 6037 from January 6, 2016 through January 26, 2016. If you would like to apply for the open competitive examination Senior Stationary Engineer with the New York City Health and Hospitals Corporation (HHC), you must submit a separate application and fee for Exam No. 6038 from January 6, 2016 through January 26, 2016.**

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult your CUNY 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(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 Administration, Customer and Exam Support 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 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); for CUNY: [cuny.edu](http://cuny.edu)**