



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)
SPECIAL INSERT

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**HIGH PRESSURE PLANT TENDER
Exam. No. 2080
(For City Agencies Only)
AMENDED NOTICE (January 22, 2003)**

WHEN TO APPLY: From: January 2, 2003 **APPLICATION FEE: \$60.00**
To: February 10, 2003 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on **May 17, 2003.**

The Notice of Examination is amended to:
extend the end of the filing period from January 22, 2003 to February 10, 2003; candidates who filed previously need not file again, and
update the Additional Information section regarding High Pressure Plant Tender (CUNY), Exam. No. 3000.

WHAT THE JOB INVOLVES: High Pressure Plant Tenders under direct supervision, tend oil, gas or coal fired high-pressure boilers, incinerator furnaces and related equipment, and assist in the maintenance and repair of this equipment; perform related work.

In the Department of Sanitation, under supervision, operate, repair, alter and maintain boilers, furnaces, pollution control equipment, and other related equipment and appurtenances; perform related work.

High Pressure Plant Tenders hand fire high-pressure boilers using solid fuels, and stoker equipment and incinerator furnaces using burnable refuse; clean fires; tend and operate stoker equipment, oil-fired high-pressure boilers and incinerator furnaces, and related equipment; assist in the cleaning, inspection, testing, maintenance and repair of high pressure boilers, incinerators, auxiliaries and related equipment; and may operate a motor vehicle.

In the Department of Sanitation, in addition to the duties above, may be assigned to inspect, clean, test, repair, maintain and alter facility equipment; inspect and read meters, gauges and other controls of operating and related equipment; use hand and powered tools and weld and burn in the performance of assigned duties; work from sketches, drawings and blue prints; requisition parts and maintain inventory; keep records and logs; and supervise assigned personnel and may operate a motor vehicle.

Some of the physical activities performed by High Pressure Plant Tenders and environmental conditions experienced are: climbing stairs, ladders and over boiler room equipment; standing upright for extended periods of time; 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 working environment; 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.

(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 \$24.88 per hour. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

Qualification Requirements

1. Two years of full-time satisfactory experience within the last 10 years operating and maintaining high pressure boilers or the equivalent marine experience; or
2. Not less than one year of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school.

You may be given the test before we check your qualifications.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: Candidates 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:** 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.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, A.4 and B. 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.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Multiple-choice test, weight 100, 70% required; qualifying practical-oral test, 70% required.

The multiple-choice test may include questions on the operation and maintenance of high pressure boilers including burner, ignition, controls, valves, pumps, meters, gauges and regulators; operation and maintenance of auxiliaries and refrigeration equipment; selection and usage of lubricants, packing and gaskets; use of appropriate tools, instruments and lubricating devices; safety; related mathematics and reading comprehension; and other related areas.

NOTE: Eligibles who do not receive a passing score in the multiple-choice test will not be called to the qualifying practical-oral test.

The qualifying practical-oral test may include questions on boiler operation; boiler maintenance and safety; operation and maintenance of auxiliaries, meters and gauges, valves and pumps; 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 meet the education and experience requirements, and pass the multiple-choice test and qualifying practical-oral test, your name will be placed in 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

This examination is for positions with City agencies only. If you would like to apply for High Pressure Plant Tender (CUNY) you must submit a separate application and fee for Exam. No. 3000 from January 22, 2003 through February 10, 2003.

The following opportunity for Selective Certification is only available for positions in the Department of Sanitation.

Selective Certification for Special Experience, Certificate of Fitness (Fire and Torch Use), and Driver License: If you have 6 months of welding experience, and a Certificate of Fitness (Fire and Torch Use), and a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this combination of experience, certificate, and driver license. Follow the instructions given to you on the Special Insert to indicate your interest in such Selective Certification.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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. 91650; The Skilled Craftsman And Operative Service.

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

Social Security No. _____

SPECIAL INSERT FOR HIGH PRESSURE PLANT TENDER
(OPTIONAL)
EXAM. NO. 2080

To be selectively certified to the Department of Sanitation, you must have 6 months of welding and burning experience, and a Certificate of Fitness (Fire and Torch Use), and a motor vehicle driver license valid in the State of New York.

If you wish to be selectively certified you must fill in Parts I, II and III below:

Part I: List experience in Burning and Welding.

Box 1	Employment:	From _____ / _____ month year	To _____ / _____ month year	Duration / _____ year(s) month(s)	Summary: To Investigator:
Job Title _____	# of Hrs. Worked/Week _____	Starting Salary \$ _____	per _____		
Other name of your position, if any _____		Last Salary \$ _____	per _____		
Title of Immediate Supervisor _____	Nature of Employer's Business _____				
Name and Address of Employer _____					
If you directly supervised staff, enter title(s) and number of people _____					
If you indirectly supervised staff, enter title(s) and number of people _____					
Describe your duties/ tasks/ functions				% Time	
Total Time Spent Performing These Duties =				100%	

Part II: Indicate below if you possess a Certificate of Fitness (Fire and Torch Use).

<p>Section C. LICENSES AND CERTIFICATES</p> <p>Refer to the Notice of Examination to see if a license or certificate is relevant to this job. If it is, and you possess this license or certificate, fill in the following information. You may describe additional licenses or certificates using the same format.</p> <p>Title of License or Certificate: _____</p> <p>Issued by: _____</p> <p>Date Issued: _____ License Number: _____ Expiration Date: _____</p> <p>(When documenting a drivers license, be sure to indicate class and relevant endorsements and restrictions.)</p>	License:
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Part III: Indicate below if you possess a Motor Vehicle Driver License valid in the State of New York.

Check one of the following boxes. No entry will be assumed to be a "No" answer.

Yes

No

If you checked "Yes," the information for your Driver License must be given on your Education and Experience Test Paper in Section C.

If you checked "No," you will not be qualified for selective certification.

ATTACH THIS DOCUMENT TO EDUCATION AND EXPERIENCE TEST PAPER

DO NOT PUT YOUR NAME ON THIS FORM