



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)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**STATIONARY ENGINEER (ELECTRIC)**

**Exam. No. 1067**

**WHEN TO APPLY:** From: February 6, 2002      **APPLICATION FEE: \$60.00**  
To: February 26, 2002      *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday, May 18, 2002.**

**WHAT THE JOB INVOLVES:** Stationary Engineers (Electric), under general supervision, operate, inspect, repair and adjust high and/or low voltage electrically powered plant equipment including diesel engines; and perform related work.

Employees may be required to work rotating shifts around the clock, including Saturdays, Sundays and holidays, depending upon the needs of the service. Employees will be paid salary differentials for such work.

Some of the physical activities performed by Stationary Engineers (Electric) and environmental conditions experienced are: While working near high voltages (600 volts or more), lifts and carries objects weighing approximately fifty pounds; uses power driven and regular hand tools; works with hands at arms length overhead while standing on ladders; works in restricted spaces on surfaces such as metal gratings. May be required to: work in temperatures ranging from 0° F to 105° F in varying atmospheric conditions such as high and low humidity; work in the presence of toxic and/or corrosive chemicals and moving parts of machinery and equipment.

(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 \$27.54 per hour. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) 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:

1. Five years of full-time satisfactory experience within the last 10 years in responsible charge of the operation of plants or facilities utilizing high tension electrical equipment (600 volts or more), including troubleshooting and repairing such equipment, in one or more of the following: electrical generating stations, electrical switching stations, water treatment plants, wastewater treatment plants, water pumping stations or high volume ventilation systems; or
2. A baccalaureate degree in electrical, civil or mechanical engineering from an accredited college and two years of full-time satisfactory experience as described in "1" above; or
3. Four years of full-time satisfactory experience as described in "1" above and an associate degree in Science or Applied Science from an accredited college with a major in Water Quality Monitoring, Wastewater Treatment Plant Operations, Environmental Health, Environmental Control, Electrical Technology, Mechanical Technology; or
4. Two years of full-time satisfactory experience as described in "1" above plus three years of full-time satisfactory experience as an electrician; or
5. Five years of full-time satisfactory experience within the last 10 years as an electrician, including three years of full-time satisfactory experience troubleshooting and repairing high tension electrical equipment (600 volts or more) such as that described in "1" above; or

**Education and Experience Requirements** continue on next page.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

6. A satisfactory combination of education and/or experience which is equivalent to options "1", "2", "3", "4" or "5" above. Education may be substituted for experience on the basis that one year of experience will be credited for each 60 semester credits from an accredited college leading to a baccalaureate or associate degree in one of the disciplines described in "2" or "3" above. However, all candidates must have at least two years of satisfactory experience as described in option "1" above, except for candidates who qualify under option "5."

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

**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 FORM(S):**

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, A.1, A.2, and B as appropriate. 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 "**document-by-document**" (**general**) 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:** 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 job related mathematics, fundamentals of electronics, electric circuits and machines; instrumentation and control fundamentals, and computer operations and logic; operation, maintenance, troubleshooting and repair of electric motors, generators, internal combustion engines, diesel engines, pumps, compressors, blowers, boilers and HVAC equipment and systems, and hydraulic and auxiliary equipment; principles of supervision; record keeping and report writing; safety; 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, 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:**

**Selective Certification for Driver License:** If, at the time of appointment, 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. If you qualify for Selective Certification, you may be given preferred consideration for positions in the Bureau of Water Supply and the Bureau of Water and Sewer Operations of the Department of Environmental Protection or in the Bureau of Bridges of the Department of Transportation requiring this license. Follow the instructions 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 Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**Selective Certification for Grade 3A Operator Certificate:** If you possess or expect to obtain certification as a Grade 3A Operator of Public Sewage Treatment Plants by the New York State Department of Environmental Conservation ("NYS DEC") within eighteen (18) months of appointment as a Stationary Engineer (Electric), you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. [Note: The training, education and experience requirements for certification as a Grade 3A Operator may be obtained by calling the NYS DEC at (518) 402-8016, or by visiting the NYS DEC website at [www.dec.state.ny.us/website/regs/650.htm](http://www.dec.state.ny.us/website/regs/650.htm) ]. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate within New York City in the Wastewater Treatment Plants, in the Bureau of Wastewater Treatment, operated by the NYC Department of Environmental Protection. The Certificate must be maintained for the duration of the assignment.

At the time of appointment, the appointing officer will review your education and experience to determine whether you currently possess this certification or will be able to complete the requirements for the Grade 3A Operators Certificate within a maximum of 18 months from the appointment date. If it is determined that you do not currently possess this certification and will not be able to complete these requirements within this time period, you will not be eligible to be appointed to such positions and your name will be removed from the Selective Certification List. However, your name will remain on the general list for Stationary Engineer (Electric). Additionally, if, during the life of the eligible list established for this examination, you become qualified for this Selective Certification, you may request to have your name restored or added to the Selective Certification.

In order to successfully complete the probationary period, eligibles appointed from this Selective Certification must, by the end of the probationary period, complete all requirements for certification as a Grade 3A Operator. The probationary period for this position is one year; however, appointees who have not completed all requirements for the certificate by the end of the one year probationary period may have their probation extended for six months. Appointees who have not completed all requirements for the certificate by the end of eighteen months will be terminated.

**Selective Certification for Grade 3 Operator Certificate:** If you possess or expect to obtain certification as a Grade 3 Operator of Public Sewage Treatment Plants by the New York State Department of Environmental Conservation ("NYS DEC") within eighteen (18) months of appointment as a Stationary Engineer (Electric), you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. [Note: The training, education and experience requirements for certification as a Grade 3 Operator may be obtained by calling the NYS DEC at (518) 402-8016, or by visiting the NYS DEC website at [www.dec.state.ny.us/website/regs/650.htm](http://www.dec.state.ny.us/website/regs/650.htm) ]. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate outside the City of New York in the Wastewater Treatment Plants, in the Bureau of Water Supply, operated by the NYC Department of Environmental Protection. The Certificate must be maintained for the duration of the assignment.

At the time of appointment, the appointing officer will review your education and experience to determine whether you currently possess this certification or will be able to complete the requirements for the Grade 3 Operators Certificate within a maximum of 18 months from the appointment date. If it is determined that you do not currently possess this certification and will not be able to complete these requirements within this time period, you will not be eligible to be appointed to such positions and your name will be removed from the Selective Certification List. However, your name will remain on the general list for Stationary Engineer (Electric). Additionally, if, during the life of the eligible list established for this examination, you become qualified for this Selective Certification, you may request to have your name restored or added to the Selective Certification.

In order to successfully complete the probationary period, eligibles appointed from this Selective Certification must, by the end of the probationary period, complete all requirements for certification as a Grade 3 Operator. The probationary period for this position is one year; however, appointees who have not completed all requirements for the certificate by the end of the one year probationary period may have their probation extended for six months. Appointees who have not completed all requirements for the certificate by the end of eighteen months will be terminated.

If you are appointed from a Selected Certification of a list, your name will be removed from the general list.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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

**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."

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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. 91645; Skilled Craftsman and Operative Service.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas)**