NOTICE OF EXAMINATION

HEATING PLANT TECHNICIAN (HOUSING AUTHORITY)
Exam No. 9031

WHEN TO APPLY: From: January 2, 2019 APPLICATION FEE: $47.00
To: January 22, 2019

THE TEST DATE: Multiple-choice testing is expected to begin on Tuesday, April 2, 2019.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

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; may 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.

Special Working Conditions:

Heating Plant Technicians (Housing Authority) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

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.

(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 $34,647 per annum. This rate is subject to change.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will not receive credit for education or training which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (January 22, 2019).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Six months of full-time satisfactory experience in the operation and maintenance of low and/or high pressure boilers and related equipment; or
2. One year of satisfactory education or training acquired in an approved trade school, vocational high school, or a technical school, with a major course of study in the operation and maintenance of low and/or high pressure boilers which combines classroom and boiler room instruction; or
3. Satisfactory completion of the training course "Fundamentals of Heating Plant Operations" given by organizations approved by the New York City Housing Authority.

The trade school, technical school or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
The education requirement and training must be met by June 30, 2019. The experience requirement must be met by the last day of the Application Period (January 22, 2019).

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. This is required only if you need credit for your foreign education in this examination. (For more information see the "Foreign Education Evaluation Guide" in the "Required Information" section.)

You must clearly specify in detail all of your relevant education, training, and/or experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education and training which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (January 22, 2019).

Note: A Certificate of Fitness for Low Pressure Oil Burner Operator (P-99), issued by the New York City Fire Department, must be obtained within six months of appointment. The certificate is required for satisfactory completion of the probationary period. This certificate must be maintained thereafter for the duration of employment.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:
If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at 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 two (2) business days 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 Brooklyn Queens
2 Lafayette Street 210 Joralemon Street 118-35 Queens Boulevard
17th Floor 4th Floor 5th Floor
New York, NY 10007 New York, NY 11201 Forest Hills, NY 11375

Staten Island Bronx
135 Canal Street 1932 Arthur Avenue
3rd Floor 2nd Floor
Staten Island, NY 10304 Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, January 19, 2019, and on Monday, January 21, 2019.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_o_special_circumstances_guide.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.”

REQUIRED INFORMATION:

1. Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

2. Education and Experience Test: Fill out Sections A.1 (if applicable), A.3 (if applicable), A.6 (if applicable), B (if applicable), and C (if applicable). This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

3. Foreign Education Evaluation Guide: (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 Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for 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 June 30, 2019.
THE TEST:
The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be
informed of the format on your Admission Notice. Your score on this test will be used to determine your
placement in the program. You must achieve a score of at least 70 to succeed on this test.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities
determined to be important to the performance of the tasks of a Heating Plant Technician (Housing
Authority). Task categories to be tested are as follows: operation of heating and domestic hot water boilers,
industrial oil burners, and all related auxiliaries; inspection and maintenance of heating and domestic hot
water boilers, industrial oil burners, and all related auxiliaries; record keeping and administrative functions;
and implementation of safety and general housekeeping.

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

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

As a Heating Plant Technician, one must be able to clearly document the work performed in logbooks so
that others know what has been done.

**Problem Sensitivity:** The ability to tell when something is wrong or likely to go wrong. It includes being
able to identify the whole problem, as well as elements of the problem. A Heating Plant Technician must
be able to diagnose issues with parts or devices that may not be immediately obvious.

**Number Facility:** The degree to which adding, subtracting, multiplying and dividing can be done quickly
and correctly. This can be steps in other operations like finding percentages and taking square roots.

Heating Plant Technicians may be expected to perform basic math when adding fuel and taking
measurements of pipes and tanks.

**Deductive Reasoning:** The ability to apply general rules to specific problems to come up with logical
answers. A Heating Plant Technician may need to reason through certain problems and come up with
solutions using general standards and guidelines.

**Information Ordering:** The ability to follow correctly a rule or set of rules or actions in a certain order, such
as numbers, letters, words, procedures, sentences, and mathematical or logical operations. A Heating Plant
Technician may be required to follow a set of instructions when performing typical duties.

**Visualization:** The ability to imagine how something would look when it is moved around or when its parts
are moved or rearranged. Heating Plant Technicians may need to know the purpose of valves being turned
to a specific position as well as each part of boiler, tanks, and other devices that Heating Plant Technicians
commonly work with.

**Selective Attention:** The ability to concentrate on a task one is doing, involving concentrating while
performing a boring task and not being distracted. Heating Plant Technicians may find themselves in
situations in which a lot is going on, however they must focus on the task at hand.

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 test.

EXAM SITE ADMISSION:
You will be sent an Admission Notice in the mail about 10 days before the date on which testing is expected
to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is
expected to begin, you must go to Administration, Customer, and Exam Support, 1 Centre Street, 14th
Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into
consideration, but nearness to your address cannot be guaranteed.

**Warning:** You are not permitted to enter the test site with electronic devices including, but not limited to,
cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players.
You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however,
they must be hand held, battery or solar powered, and numeric only. Calculators with functions other
than addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphanumeric
keyboard and with word processing or data recording capabilities such as planners, organizers, etc. are
prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom,
hallway, or other location, at any time before, during or after the test or Protest Review Session, your test
score will be nullified, you will be disqualified from taking any civil service tests for up to five years,
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 a Computer-based Testing & Applications
Center 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, City or State issued identification card, IDNYC, US
Alien Registration Card, Employer issued ID, Student issued ID, or photo, or other documents
that are acceptable.

**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.

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.
If we do not have your correct mailing and/or email address, you will not receive information about your
exam(s), consideration for appointment and/or important information that may require a response by a
specified deadline. Change of mailing and/or email address requests submitted to any agency other than
DCAS, such as 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 the change request by mail or
in person. Your request must include your full name, social security number, exam title(s), exam number(s),
previous mailing and/or email address, and your new mailing and/or email address. Your request can be
mailed to: Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to
the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the
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 an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

SPECIAL ARRANGEMENTS:
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, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:
Selective Certification For Driver License and a Certificate of Fitness: If you have a motor vehicle Driver License that is valid in the State of New York and a Certificate of Fitness to Operate and Maintain Air Compressors (A-35) issued by the New York City Fire Department, you may be considered for appointment to positions requiring this license and certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license and certificate. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License and your Certificate of Fitness will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License and your Certificate of Fitness for the duration of your employment.

The above Selective Certification requirements may be met anytime during the duration of the test. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

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.

PENALTY FOR MISREPRESENTATION:
Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.