



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO SENIOR STATIONARY ENGINEER (CUNY)

Exam No. 0591

(For The City University of New York Only)

**WHEN TO APPLY:** From: June 17, 2020

**APPLICATION FEE: \$101.00**

To: July 7, 2020

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

**THE TEST DATE:** Multiple-choice testing is expected to begin on a date to be determined.

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

#### WHAT THE JOB INVOLVES:

Senior Stationary Engineers (CUNY), under direction, are responsible for 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 are responsible for 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 responsible for 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; and 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 various 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 \$70.44 per hour for a 40-hour work week. This rate is subject to change.

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the City University of New York (CUNY) who **on the first date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment 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 employees 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

If you do not know if you are eligible, check with **your CUNY 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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, 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. Additionally, you must have served permanently in the eligible title for at least one year.

#### **REQUIREMENT(S) 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 your employment.

#### **HOW TO APPLY:**

If you believe you are eligible to take this examination, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.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."

#### **REQUIRED INFORMATION:**

**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.

#### **THE TEST:**

The multiple-choice test will be given at a computer terminal. 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 test.

#### **EXAM SITE ADMISSION:**

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site; displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. 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 alphabetic keyboard or 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 Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, 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.

**CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by e-mail to [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7199, or by regular mail to DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written 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

**CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

**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. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

**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 closed but before the date on which testing is expected to begin.

**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, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

**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 for Driver License (MVO):** If you have a **motor vehicle Driver License that is valid in the State of New York**, you may be considered for promotion 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 requiring this license. Your Driver License will be checked by the promoting agency at the time of promotion. If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**The above Selective Certification requirement may be met at anytime during the duration of the list.** 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.

**List Termination:**

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by CUNY.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**This promotion examination is for positions with the City University of New York (CUNY) only. If you would like to apply for the promotion examination for Senior Stationary Engineer in City agencies, you must submit a separate application and fee for Exam No. 0586 from June 17, 2020 through July 7, 2020. If you would like to apply for the promotion examination for Senior Stationary Engineer with the New York City Health + Hospitals (NYC H+H), you must submit a separate application and fee for Exam No. 0585 from June 17, 2020 through July 7, 2020.**

**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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas).

The City University of New York is an Equal Opportunity /Affirmative Action/Immigration and Control Act/ Americans with Disabilities Act Employer Title Code No. 04916; The 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)