



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

HIGH PRESSURE PLANT TENDER (CUNY)

Exam No. 1159

(For The City University of New York Only)

WHEN TO APPLY: From: June 2, 2021

To: June 22, 2021

APPLICATION FEE: \$85.00

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

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

WHAT THE JOB INVOLVES:

High Pressure Plant Tenders (CUNY), 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. They may be assigned to inspect, maintain and repair heating, ventilation, refrigeration, air conditioning and related auxiliary systems and equipment. They 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, gas, or coal fired high pressure boilers and incinerator furnaces, and related equipment; maintain, clean, repair and assist in the inspection and testing of high pressure boilers, incinerators, auxiliaries and related equipment; maintain, clean, repair and/or tend to, and assist in the inspection and testing of equipment and systems used in heating, ventilation, refrigeration, air conditioning and related auxiliary equipment, such as cooling towers, air handlers, chilled water pumps, air cleaners and filters, fans, heat exchangers, tubes, air treatment assemblies, humidifiers/dehumidifiers, and controls; may dismantle and/or assemble equipment associated with heating, ventilation, refrigeration, air conditioning and mechanical systems to make it operational; requisition parts as required; and may operate a motor vehicle. All High Pressure Plant Tenders (CUNY) perform related work.

Special Working Conditions:

High Pressure Plant Tenders (CUNY) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by High Pressure Plant Tenders (CUNY) 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 \$35.00 per hour for a 40-hour work week. This rate is subject to change.

HOW TO QUALIFY:

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 will not receive a score.

You will **not** receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Two years of full-time satisfactory experience 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 school, technical school, or vocational high school or education of a relevant nature at an accredited college or university to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade school, technical school, vocational high school, and/or college education.

The education requirement must be met by June 30, 2021. The experience requirement must be met by the last day of the Application Period (June 22, 2021).

The trade school, technical school, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (June 22, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 22, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).

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 the City University of New York .

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. 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.**

You may come to a DCAS Computer-based Testing & Applications Center to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

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 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:

- 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.
- Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (June 22, 2021) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).
If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 22, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. 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 day of the Application Period (June 22, 2021).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience working under the supervision of an engineer who possesses a high pressure steam and/or refrigeration license for:	You will receive up to:
At least 1 year but less than 2 years	4.5 points
At least 2 years but less than 3 years	8.5 points
3 or more years	12.5 points
For possession of the following license:	You will receive up to:
A valid United States Coast Guard Marine Engineers License Steam or Diesel Unlimited Horsepower	12.5 points
For possession of the following license:	You will receive up to:
A valid High Pressure Boiler Operating Engineer License	30 points
For possession of the following degree:	You will receive up to:
Bachelor's degree in Mechanical Engineering	12.5 points
For possession of the following certification:	You will receive up to:
A valid certificate of Qualification for Refrigerating System Operating Engineer (Q-01)	12.5 points

For possession of the following certification:	You will receive up to:
A valid EPA Section 608 Technician Certification (Universal CFC Certification)	3 points
For possession of the following certification:	You will receive up to:
A valid S95 Supervision of Fire Alarm Systems certification	2.5 points
A maximum of one (1) valid certification from the following list may be credited per candidate. If you possess one (1) of the following valid certifications:	You will receive up to:
A35 To Operate and Maintain Air Compressors	2 points
P99 Low Pressure Oil Burner Operator	2 points
S12 Supervision of Sprinkler Systems	2 points
S13 Supervisor of Standpipe System	2 points
C92 Supervision of Flammable/Combustible Liquids	2 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Education and Experience used to meet the minimum qualification requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2021 or experience which you obtain after the end of the Application Period (June 22, 2021).

You have until midnight Eastern time on the last day of the Application Period (June 22, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 22, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Licenses, Certifications and Education must be obtained by June 30, 2021 and experience must be obtained by the last day of the Application Period (June 22, 2021).

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
- 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
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: 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 Education and Experience Exam, your name will be placed in final score order on a CUNY 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.

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 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.

ADDITIONAL INFORMATION:

Appointment of New York City Civil Service Employees: Please note that the City University of New York (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 Special Experience, Certificate of Fitness (Fire and Torch Use), and Driver License (FTD): If you have six months of satisfactory full-time 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 requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience, certificate and license will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements 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 "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, then Notifications. 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 examination is for positions with the City University of New York (CUNY) only. If you would like to apply for High Pressure Plant Tender in City agencies you must submit a separate application and fee for Exam. No. 1158 from June 2, 2021 through June 22, 2021. If you would like to apply for Plant Maintainer (Hospitals)/Tender at NYC Health + Hospitals you must submit a separate application and fee for Exam No. 1160.

PENALTY FOR MISREPRESENTATION:

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

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 and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City University of New York is an Equal Opportunity /Affirmative Action/Immigration and Control Act/ Americans with Disabilities Act Employer
Title Code No. 91650; Skilled Craftsman and Operative Service.

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas ; for CUNY: cuny.edu