

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the 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; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents 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.

If you do not know if you are eligible, check with **your agency's 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 you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

REQUIREMENT TO BE PROMOTED:

License for High Pressure Boiler Operating Engineer: 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. This license must be maintained for the duration of your employment.

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.

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, N.Y., N.Y. 10007., to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in the competitive class title. 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 may include questions on the operation, maintenance and repair of all utilities in large public buildings such as steam power and/or refuse incinerator plants, electrical systems, heating and ventilating equipment; supervision; personnel relations; job related calculations; standards of proper employee ethical conduct including the provisions of Mayor's Executive Order No.16 of 1978 as amended; and other related areas.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification: You may be considered for promotion to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. These requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. Your licenses and/or certificates will be checked by the promoting agency at the time of promotion.

Selective Certification for positions requiring a Certificate of Equivalent Instructions issued by the New York City Department of Environmental Protection: If you have a Certificate of Equivalent Instructions issued by the New York City Department of Environmental Protection and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to

indicate your interest in such Selective Certification. If you are promoted through this Selective Certification, you must maintain your Certificate of Equivalent Instruction for the duration of your employment.

Selective Certification for positions requiring a Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) issued by the New York City Fire Department: If you have a Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are promoted through this Selective Certification, you must maintain your Certificate of Qualification for Refrigerating Machine Operator (Unlimited Capacity) for the duration of your employment.

Selective Certification for positions requiring a Standpipe Certificate and an Automatic Sprinkler Certificate issued by the New York City Fire Department: If you have a valid Standpipe Certificate and a valid Sprinkler Certificate and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are promoted through this Selective Certification, you must maintain your Standpipe and Sprinkler Certificates for the duration of your employment.

Selective Certification for positions requiring a Certificate of Fitness for Air Compressors issued by the New York City Fire Department: If you have a valid Certificate of Fitness for Air Compressors and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are promoted through this Selective Certification, you must maintain your Certificate of Fitness for Air Compressors for the duration of your employment.

Selective Certification for positions requiring a Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency: If you have a Chlorofluorocarbon (CFC) Certificate for handling refrigerants issued by the United States Environmental Protection Agency and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are promoted through this Selective Certification, you must maintain your Chlorofluorocarbon (CFC) Certificate for handling refrigerants for the duration of your employment.

Selective Certification for Driver license: If you have a driver license that is valid in the State of New York, you may be considered for promotion to positions requiring this license. Follow the instructions given in the test booklet on the day of the test to indicate your interest in such Selective Certification. If you are promoted through this Selective Certification, you must maintain your driver license for the duration of your employment.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency's 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 but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91638; Skilled Craftsman and Operative Service.

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