

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.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."

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 qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. Six months of full-time satisfactory experience within the last ten years in the operation and maintenance of low and/or high pressure boilers and related equipment; **or**
2. One year of satisfactory 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. Satisfactorily completed 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.

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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

Note: A Certificate of Fitness for Low Pressure Oil Boilers (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 your employment.

REQUIREMENTS TO BE APPOINTED:

Residency Requirement: 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 of New York.

REQUIRED FORMS:

1. **Application for Examination:** **If you are applying online,** follow the online instructions. **If you are applying by mail,** make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1, A.3, A.6, Sections B, and C.** 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. **If you are applying online,** follow the online instructions. **If you are applying by mail,** write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
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 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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Examining Service Section, DCAS, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice.

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 be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice.

The multiple-choice test may include questions on the safety, operation, maintenance, and repair of boilers and auxiliary equipment; tools used in a low-pressure boiler plant; proper work, environmental, and safe boiler room practices; basic electrical and mechanical principles; piping; standards of proper employee ethical conduct; and other related areas.

The multiple-choice test may include questions which require the use of any of the following abilities:

Written Comprehension: The ability to understand written sentences and paragraphs.

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

Number Facility: Adding, subtracting, multiplying, and dividing quickly and correctly.

Information Ordering: The ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. 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, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 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 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 Appointment to Certain Positions: You may be considered for appointment 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.

1. A motor vehicle driver license that is valid in the State of New York. If you have any moving violation, license suspension or an accident record, you may be disqualified. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment; and**
2. A Certificate of Fitness to operate Air Compressors (G-35 or A-35), issued by the New York City Fire Department. **If you are appointed through Selective Certification, this certificate must be maintained for the duration of your employment.**

If you 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. These requirements may be met at any time during the duration of the list. If you meet these requirements 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.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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. 91619; Housing Maintenance and Custodial Occupational Group

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