



## EXAMINATION NOTICE

The City University of New York Announces  
A Promotional Civil Service Examination for:

**CUNY Stationary Engineer Exam #2037**

Salary upon entry: \$102,750

Salary determined by collective bargaining

**Written Test Date: Saturday, October 8, 2011**

Filing Period Opens: **Monday, August 8<sup>th</sup>, 2011**

Filing Period Closes: **Friday September 2, 2011 - Applications must be completed online or received by (not postmarked by) 5:00 PM on this date.**

**Filing Fee:** A \$60 filing fee is required of all applicants unless qualified to receive a fee waiver

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**Qualification Requirements: At the time of application, candidates MUST:**

1. Have Permanent Status as a High Pressure Plant Tender or Oiler currently employed at CUNY
2. Have a valid License for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings.
3. Have a valid certificate of qualification for Refrigerating System Operator Engineer issued by the New York City Fire Department
4. Have a valid CFC Certificate issued by EPA for Handling Refrigerants.
5. Be able to demonstrate English language proficiency: ability to speak, read, write, and comprehend the English language well enough to perform job. English proficiency may be evaluated at the time of interview.

**Note:** Proof of meeting the above requirement is necessary at the time of application, before the close of a Civil Service examination filing period. You will be asked to provide proof of having met these requirements by the close of the filing period.

The following information is requested but is **NOT** a minimum qualification for the position:

- A valid Standpipe Certificate and Automatic Sprinkler Certificate issued by the New York City Fire Department.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with CUNY. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**Complete the application online or send in the paper application so that it is received by: Friday, September 2nd, 2011 at 5:00 PM.**

**TO APPLY:** go to: <https://cuny.cps.ca.gov> or [www.cuny.edu](http://www.cuny.edu),

At CUNY.edu click on **Employment**, then **Classified Civil Service**, then **Upcoming Civil Service Exams**, then **CUNY Stationary Engineer #2037** for the exam notice –OR– click on the EXAMS XPRESS link **at the top of the page**

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### **Description of the Job**

Under general supervision, is responsible for the operation, maintenance, adjustments, testing and repair of steam power plant, air conditioning, chiller plant, fire protection systems, electro-mechanical building equipment and related auxiliary systems in public buildings; performs related work.

### **General Work Tasks**

- Operates, maintains repairs and adjusts manuals and automatic gas and oil fired boilers, furnaces, steam reducing stations, engines, turbines , pumps, valves, heat exchangers, generators, motors, water treatment systems, cooling towers, condensers, evaporators, emergency generators and associated equipment for heating, ventilating, air conditioning, and lighting in public buildings and refuse incinerators.
  - Performs periodic inspections of equipment and repairs of such equipment.
  - Schedules, performs and may oversee preventive maintenance.
  - Directs the work of oilers, high pressure plant tenders and other subordinate personnel assigned to HVAC plant operations.
  - Takes responsible charge of a watch and while so engaged, supervises and directs subordinates personnel; addresses emergency repairs as required.
  - Operates control consoles in control rooms for building maintenance and building automation systems.
  - Adjusts HVAC systems water chemistry through testing, treatment, retesting and recording of readings.
  - Prepares requisitions for materials and spare parts in accordance with College procedures.
  - Orients, trains and monitors subordinates and other personnel on plant operations and job related safety.
  - Reads meters, gauges and other recording devices keeping logs of same.
  - Prepares and maintains records and makes reports of both a technical and informational nature regarding HVAC maintenance and repair.
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## The Selection Process

Applications must be received (not postmarked) by the closing date of **Friday, September 2nd, 2011 at 5:00PM**. If you meet the minimum qualifications for appointment to the title (see the front page), complete the following steps:

Step 1.

- Complete the online application or download the application from: <https://cuny.cps.ca.gov> or [www.cuny.edu](http://www.cuny.edu). At Cuny.edu click on **Employment**, then **Classified Civil Service** then **Upcoming Civil Service Exams**, and then CUNY Stationary Engineer #2037 for the exam notice or click on the **EXAMS XPRESS** link at the top of the page.

**ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED. Do not return your paper application packet to a CUNY college or any CUNY office.**

- Complete the application. Accurately complete all of the information and attest to the accuracy of the information you provided. Attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process;
- Provide documentation supporting your claims of veteran's preference, foreign education or required licenses or certifications;
- Pay the non-refundable filing fee of \$60, via credit/debit card or U.S. Postal or bank money order (made payable to *The City University of New York*) or complete the Fee Waiver Request. Submission of fees will not be accepted after the close of the filing period. The filing fee will not be refunded if you fail this examination. No personal checks will be accepted.
- If applying on paper, send completed application to:

**CPS HR Consulting**  
**Attn: CUNY Stationary Engineer #2037**  
**6700A Rockledge Drive, Suite 510, Bethesda, MD 20817**

Step 2. After completing the examination, when the final banded score has been calculated and the application fee has been paid, if you passed, you may view your score in the Exams Xpress system. If you have not passed, you receive an administrative score of 60. You will be notified by mail.

Step 3. Once the application period has closed and all applicants have been scored, campus specific eligible lists will be established and published on the CUNY website.

Step 4. When a college has a vacancy, it will request a list of eligible candidates. Candidates on this list may be invited to interview. The college will make a selection and may offer an appointment to an eligible candidate, according to CUNY Personnel Rules and Civil Service law.

Step 5. Before being appointed, a candidate must undergo a background check, including a fingerprint screening and verification of education and work history. The appointee is responsible for the fingerprint fee.

**Note:** It is your responsibility to update your contact information. Changes to your name, address, telephone number, or e-mail address will make it harder to locate you. Submit all supporting documentation of your claims of veteran's preference credit, your requests for disability accommodation during the written test or an alternate written test date due to Sabbath observance (if applicable).

**Foreign Education:** If you completed college coursework in a country other than the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), you must have your higher education coursework evaluated at your own expense to determine its equivalence to higher education coursework completed in the United States. Agencies certified to make this evaluation are listed on the **Foreign Education Fact Sheet**, which can be downloaded from [www.cuny.edu](http://www.cuny.edu).

You must pay the evaluation fee yourself directly to the evaluating agency you select and forward the results to:

**CPS HR Consulting**  
**Attn: CUNY Stationary Engineer #2037**  
**6700A Rockledge Drive, Suite 510, Bethesda, MD 20817**

The certified evaluation of your foreign education must be provided within 30 calendar days after the close of the filing period Friday, September 2nd, 2011

**Note: You must meet the minimum qualifications for the title at the time of application.**

If you do not meet the minimum qualifications for this title, you will be disqualified; if you have already been appointed, you will be terminated. Your final banded score will be determined by any examination scores you have earned, and any veteran's preference credits you receive. Your final banded score will determine the order in which you are certified from the eligible list. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.

The Civil Service Promotional certified list of eligibles resulting from the Promotional examination will be used to fill positions at a specific CUNY College. Promotional lists will be Campus Specific and NOT University wide.

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### **The WRITTEN Test (100% of Final Ranked Rating)**

The **Written Test** will determine your final score. The written test will consist of multiple-choice questions that evaluate applicant's knowledge, skills, abilities related to the effective functioning as a Stationary Engineer. Specific areas are: supervisory skills; reading and interpreting of diagrams and schematics; operation of boilers, steam systems, and pumps as well as related systems.

The minimum passing scaled final score is 70. **Applicants must pass the written test to be continued in the selection process.** Only applicants who receive the minimum passing score of 70 or higher on each written test component will be assigned a final ranked rating to be placed on the promulgated eligible list.

**Release of Test Scores Below 70.** Per University regulations, the University does not score tests once it has been determined that an applicant failed a test component or has failed to meet the minimum qualifications for appointment to the title. In these cases, test component scores are assigned an administrative score of "60".

The examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules, and regulations dealing with the preparation of examinations will apply to this examination.

It is anticipated that the written test will be administered on **Saturday, October 8<sup>th</sup>, 2011**. In case of bad weather, please call 212.794.5424 to learn of any changes to the test administration schedule.

**Special Accommodations for Physically or Mentally Challenged Applicants:** Accommodations for the written test are available for persons with a verified disability. Applicants must complete a Request for Accommodation form from the Exams Xpress system and ensure that CPS HR Consulting receives it **by the close of the filing period Friday, September 2nd, 2011**. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant's impairment must complete the indicated section of the form. Information regarding applicants' disabilities is confidential, and used only to qualify an applicant for the special accommodation in testing.

**Special Accommodations for Religious Beliefs:** Applicants unable to participate in the Saturday written test because of a sincerely held practice of their religious beliefs must submit a signed statement on letterhead from the applicant's religious leader certifying to the applicant's religious observance in order to sit for the written test on an alternate examination date. All requests must be presented to CPS HR Consulting **(SEE ADDRESS SHOWN ABOVE) by the close of the filing period September 2nd, 2011**

**Special Accommodations for Emergency Situations:** Emergencies that will not permit you to attend the written test are:

- Death in the immediate family
- Unforeseen or medically necessary hospitalization
- Military service activation
- Mandated court attendance

These must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled if warranted. All requests must be written and mailed to CPS HR Consulting (**SEE ADDRESS SHOWN ABOVE**) received **no later than the Monday BEFORE the test date (Monday, October 10, 2011)** providing verifiable documentation of the reason. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS HR Consulting no later than **5:00 p.m. on the Tuesday after the test date (October 11, 2011)** at 866.864.1072 ext. 3245. A determination will be made if you will be scheduled for an alternate test date.

**Note:** A Review Session will not be held since Test elements are anticipated to be administered in the future.

**Notice to Retirees:** Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 212 of New York State Retirement and Social Security Law. For 2011, the annual earnings limitation is \$30,000 per year.

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### Claiming Veteran's Preference Credit

If you pass this examination, you may be eligible for the veteran's preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process. You must complete and submit the form by the close of the filing period.

Applications for Veteran credit must be sent to:

**CPS HR Consulting  
ATTN: CUNY Stationary Engineer #2037  
6700A Rockledge Drive, Suite 510, Bethesda, MD 20817**

No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation of an honorable discharge or release under honorable conditions. Effective January 1, 1998, the NY State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran's preference credit in examinations. All candidates making such claims will be required to present to CPS HR Consulting, **prior to eligible list establishment**, documentation verifying their claim.

Applicants or their representatives may call CPS HR Consulting toll free at 866-864-1072, extension 3245, for further information regarding this examination.