



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SENIOR STATIONARY ENGINEER (CUNY)
Exam No. 6542
(For The City University of New York Only)

WHEN TO APPLY: From: October 1, 2025
To: October 21, 2025

APPLICATION FEE: \$101.00

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.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

THE TEST DATE: Multiple-choice testing is expected to begin on **Wednesday, January 28, 2026.**

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, 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 Engineer (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 \$87.71 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:**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

- 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.

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 and a valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01) by the New York City Fire Department. This license and certificate 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:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

<u>Manhattan</u> 2 Lafayette Street 17th Floor New York, NY 10007	<u>Brooklyn</u> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<u>Queens</u> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u> 135 Canal Street 3rd Floor Staten Island, NY 10304	<u>Bronx</u> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 13, 2025.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS via nyc.gov/CivilServiceNowNYC and select the applicable subject.

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 & Application 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 in 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 permanent 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)**.

The test may include questions on knowledge of boilers and auxiliaries, hot water generating and steam distribution systems, solar and photovoltaic systems and battery storage, appropriate tools and instruments, safety procedures and practices, electrical systems, water management and treatment, related mechanical concepts, related plumbing concepts, related chemical concepts, lubricants, packing and gaskets, pumping systems, fuels, refrigeration and HVAC systems, air handling systems, water chemistry, instrumentation, emergency generators, transfer switches and distribution, sprinkler, standpipe and fire suppression systems, air compressors, State and local building codes and mechanical codes; 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:

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when reading and interpreting reports and information prior to sending a work crew or team to address a situation.

Attention to Detail: Being careful about detail and thorough in completing work tasks. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when reading meters, gages and displays.

Coaching and Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. **Example:** A Senior Stationary Engineer (CUNY) may use this when training a new employee.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when informing tenants of a facility where repairs are been done and some services are lacking in the facility.

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when complying with various fire safety codes, city, state and federal regulations.

Integrity: Acting in an honest and ethical manner. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when reviewing bids.

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. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when supervising a large heating plant.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. This may include job-related math. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when calculating how much fuel is consumed per day and what future orders should be for the plant.

Management of Material Resources: Managing the things needed for work to be accomplished. **Example:** 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. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when assigning personnel to various posts.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when visiting work areas to monitor subordinates' progress on assignments.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when coming up with a plan of action for addressing major rehabilitation work and must delegate their employees on a daily basis.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when working with various coworkers and subordinates on a project.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when directing and evaluating studies.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** 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. **Example:** A Senior Stationary Engineer (CUNY) may use this ability when updating logs.

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 exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted-no additional features. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, 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 are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: testingaccommodations@dcas.nyc.gov.

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 & Application 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
- 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
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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, you will be given a list number and you will be notified by email 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 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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City or CUNY; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City or CUNY; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

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. 6545 from October 1, 2025 through October 21, 2025. 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. 6544 from October 1, 2025 through October 21, 2025.

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 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 contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

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, under 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.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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 & Application 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. 04916; Skilled Craftsman and Operative Service.

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