



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

STATIONARY ENGINEER (CUNY)
Exam No. 6102
(For The City University of New York Only)

WHEN TO APPLY: **From: August 6, 2025**

To: August 26, 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.

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

WHAT THE JOB INVOLVES:

Stationary Engineers (CUNY), under general supervision, are responsible for the operation, maintenance, adjustment, testing, and repair of steam power plant, air conditioning, chiller plant, fire protection systems, electromechanical building equipment, and related auxiliary systems in public buildings. They operate, maintain, repair, and adjust manual 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; perform periodic inspections of equipment and repairs of such equipment; schedule, perform, and may oversee preventative maintenance; direct the work of oilers, high pressure plant tenders, and other subordinate personnel assigned to HVAC plant operation; take responsible charge of a watch and while so engaged supervise and direct subordinate personnel; address emergency repairs as required; operate control consoles in control rooms for building maintenance and building automation systems; adjust HVAC systems water chemistry through testing, treatment, retesting, and recording of readings; prepare requisitions for materials and spare parts in accordance with College procedures; orient, train, and monitor subordinates and other personnel on plant operations and job related safety; read meters, gauges, and other recording devices and log the data; prepare and maintain records and write reports of both a technical and an informational nature regarding HVAC maintenance and repair. All Stationary Engineers (CUNY) perform related work.

Special Working Conditions:

Stationary Engineers (CUNY) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Stationary Engineers (CUNY) and environmental conditions experienced are: working in confined areas in a physical plant, including a boiler room, heating room, and/or ventilating room; walking up and down stairs; climbing up and down ladders; handling chemicals; and being around hazardous materials, such as asbestos and infectious waste.

(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 \$73.90 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 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

License/Certificate Requirements: By the last day of the application period (August 26, 2025), you must possess:

- 1. A valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings; **and**
- 2. A valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01/Q-99*) issued by the New York City Fire Department; **and**
- 3. A valid Universal Section 608 Technician Certification issued by a certifying organization approved by the United States Environmental Protection Agency.

These licenses/certificates must be maintained for the duration of your employment. **If appointed with a Q-99, you must obtain a Q-01 within 90 days from the date of appointment.**

You must clearly specify in detail all of your relevant licenses and certificates on your Education and Experience Exam and submit it by the end of the application period. You will not receive credit for a license or certificate which you obtain after the end of the application period (August 26, 2025).

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 (August 26, 2025), your examination will be considered incomplete, 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.

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 University of New York .

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, 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/faqs>. **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 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:

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

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 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:

- 1. **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.
- 2. **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 (August 26, 2025) 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 (August 26, 2025), your examination will be considered incomplete, 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.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the license and certificate requirements listed in the "How To Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Experience used to gain additional credit must be obtained by the last day of the Application Period (August 26, 2025).

If you have satisfactory full-time experience operating a high pressure boiler while in possession of a valid license for High Pressure Boiler Operating Engineer issued by the New York City Department of Buildings, a valid Certificate of Qualification for Refrigerating System Operating Engineer (Q-01/Q-99) issued by the New York City Fire Department, and a valid Universal Section 608 Technician Certification issued by a certifying organization approved by the United States Environmental Protection Agency, for:

You will receive up to:

At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 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 x 12 = 7.2 months.

You will receive a maximum of one year of experience credit for each year you worked.

You have until midnight Eastern time on the last day of the Application Period (August 26, 2025) 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 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 (August 26, 2025), your examination will be considered incomplete, 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.

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 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 email 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:

Selective Certification for Certification(s): If you have the certification(s) listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this certification(s) through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification(s). 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 certification(s) will be checked by your agency at the time of appointment.

1. **Certificate of Qualification for Refrigerating System Operating Engineer (Q-01/Q-99), issued by the New York City Fire Department (RMO):** Possession of a Certificate of Qualification for Refrigerating System Operating Engineer issued by the New York City Fire Department. If requesting a Selective Certification with a Q-99, you must obtain a Q-01 within 90 days from the date of appointment.
2. **Certificate of Hazardous Materials issued by an OSHA-approved program (HME):** Possession of a Certificate of Hazardous Materials issued by an OSHA approved program.
3. **Universal Section 608 Technician Certification issued by a certifying organization approved by the United States Environmental Protection Agency (CFC):** Possession of a Universal Section 608 Technician Certification issued by a certifying organization approved by the United States Environmental Protection Agency.
4. **Qualified Swimming Pool Water Treatment Operator's Certificate issued by a New York State Department of Health approved course provider (POC):** Possession of a Qualified Swimming Pool Water Treatment Operator's Certificate issued by a New York State Department of Health approved course provider.

The above Selective Certification requirements may be met at any time 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.

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.

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.

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

This examination is for positions within the City University of New York (CUNY) only.

If you would like to apply for Stationary Engineer in City agencies you must submit a separate application and fee for Exam. No. 6101 from August 6, 2025 through August 26, 2025. If you would like to apply for Stationary Engineer in NYC Health + Hospitals, you must submit a separate application and fee for Exam. No. 6104 from August 6, 2025 through August 26, 2025.

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 & 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. 04915; Skilled Craftsman and Operative Service.

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