EXAMINATION NOTICE
The City University of New York Announces
An Open Competitive Civil Service Examination for

HIGH PRESSURE PLANT TENDER (CUNY) – EXAM # 2058

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<th>Filing Period Opens:</th>
<th>Wednesday, September 4, 2019</th>
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<td>Filing Period Closes:</td>
<td>Thursday, October 3, 2019</td>
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<td>Applications must be postmarked by October 3, 2019</td>
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<tr>
<td>Filing Fee:</td>
<td>$85.00</td>
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<td>Salary:</td>
<td>$35.00 hourly rate</td>
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YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

What The Job Involves:
High Pressure Plant Tenders (CUNY), under direct supervision, tend and operate oil and gas fired high-pressure boilers, furnaces, and related equipment, and assist in the maintenance and repair of this equipment. They maintain, clean, repair and assist in the inspection and testing of high-pressure boilers, auxiliaries systems and related equipment; maintain, clean, repair and/or tend to, and assist in the inspection and testing of equipment and systems used in heating, ventilation, refrigeration, air conditioning and related auxiliary equipment, such as cooling towers, air handlers, chilled water pumps, air cleaners and filters, fans, heat exchangers, tubes, air treatment assemblies, humidifiers/dehumidifiers, and controls; may dismantle and/or assemble equipment associated with heating, ventilation, refrigeration, air conditioning and mechanical systems to make it operational; identify parts and materials needed to be ordered to complete tasks; and may operate a motor vehicle. All High Pressure Plant Tenders (CUNY) perform related work.

Some of the physical activities performed by High Pressure Plant Tenders (CUNY) and environmental conditions experienced are: climbing stairs, ladders and over boiler room equipment; standing upright for extended periods of time; using vision to read small numbers and markings on gauges and equipment; using vision and hearing to avoid injury from overhead piping and rotating machinery; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; working in confined areas inside boilers and under piping which may be dusty and dark; lifting metal objects weighing up to 60 pounds; and working with alkaline and acidic chemicals used in boiler water treatment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)
Special Working Conditions:
High Pressure Plant Tenders (CUNY) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

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.

QUALIFICATION REQUIREMENTS:

Experience, Education & Training:
1. Two years of full-time satisfactory experience operating and maintaining high pressure boilers or the equivalent marine experience; or

2. Not less than one year of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade school, technical school, or vocational high school or education of a relevant nature at an accredited college or university to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade school, technical school, vocational high school, and/or college or University education.

The trade school, technical school, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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.

English Requirement:
You must be able to understand and be understood in English. Candidates must demonstrate English language proficiency: ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for this job. English proficiency will be evaluated at the time of interview.

Education and Experience Detail:
You must clearly specify in detail all of your relevant education and experience on your Work Experience Test and submit it by the end of the Application Period.

If you are currently employed by the City University of New York, or any other City or State entity do not assume that persons reviewing your Work Experience Test will know information which you do not provide including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Work Experience Test will know about information you provided previously.
Residency:
City residency is not required for this position.

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.

REQUIRED INFORMATION:
1. Application for Examination: Follow all instructions, including those relating to the payment of fee and, if applicable, those found in the Veteran and Legacy credit section.
2. Work Experience Test: You must fill out all sections completely and in detail for you to receive your proper rating.
3. Foreign Education Evaluation Guide: If applicable go to https://cuny.cpshr.us/applybymail.asp for a list of approved organizations who can evaluate any foreign education.

PENALTY FOR MISREPRESENTATION:
Any intentional misrepresentation on the application or examination may result in disqualification, even after hiring, and may result in criminal prosecution.

APPLICATION PROCESS:
The application period closes on October 3, 2019. By the date of your application, you must meet all of the minimum qualifications (see page 1). Applications must be postmarked by October 3, 2019. Any applications postmarked after October 3, 2019 will not be considered.

Payment of the non-refundable filing fee of $85.00 must be made either by U.S. Postal or bank money order, or certified check (made payable to The City University of New York).

NO PERSONAL CHECKS WILL BE ACCEPTED.
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

Mail payments and completed paper applications to:
High Pressure Plant Tender Exam #2058
ATTN: Thomas Zhou
CUNY Office of Budget & Finance
230 W41st Street
New York, NY 10036

DO NOT MAIL YOUR APPLICATION TO ANY CUNY COLLEGE.
EXAMINATION PROCESS:

The Work Experience Test will determine your final score. The test asks you about specific work tasks you may have performed during your career. You will be asked your level of experience performing each task and to assign ratings for each task. It is critical that you be as accurate as possible. Your ratings will be reviewed during and prior to your interview. If it is found that you over-inflated your ratings, you will be disqualified from the examination process.

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.

Note: CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of fewer than 20 hours per week will NOT be credited at all.

You must clearly specify in detail all of your relevant experience on your Work Experience Test and submit it by the end of the Application Period. You will not receive credit for experience which you obtain after the end of the Application Period.

Selection Certification for positions requiring a Motor Vehicle Driver License: If you have a Motor Vehicle Driver License valid in the State of New York you may be considered for appointment 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. If you wish to apply for this Selective Certification, you must request it on page 2 of the Work Experience Test. Your license will be checked prior to appointment. If you are appointed through this selective certification this license must be maintained for the duration of your employment.

The above Selective Certification requirement 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 mail to:
CUNY/Civil Service Support
ATTN: High Pressure Plant Tender Exam #2058
395 Hudson Street, 5th Floor
New York, N.Y. 10014.

DO NOT MAIL YOUR APPLICATION TO ANY CUNY COLLEGE.

Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

After the Exam:

1. A CUNY Civil Service list of eligible candidates will be established and candidates will be notified of their scores. Lists are established for one year and may be extended to up to four years. Each candidate’s final score will be determined by the Work Experience Test score and any veteran’s preference / legacy credits awarded (see page 4). The final score
will determine the order in which candidates are certified from the eligible list for vacancies. CUNY’s active civil service lists may be viewed online at http://www2.cuny.edu/about/administration/offices/hr/classified-civil-service/cuny-civil-service-eligible-lists/ or by clicking CUNY Classified Civil Service Eligible Lists. A CUNY Certified List of Eligible candidates will be established.

2. The civil service eligible list resulting from the examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. Candidates will be called to interview for positions in order of their score and the 5th digit of their social security number. 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.

3. Candidates who are appointed from the civil service eligible list resulting from this examination are subject to a one-year probationary period, which may be extended, under certain circumstances, as noted in The City University of New York’s Civil Service Personnel Rules and Regulations and/or appropriate collective bargaining agreement.

4. Questions regarding lists may be addressed to Classified.Centex@cuny.edu. Do not send applications or questions regarding the exam to this email address.

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

B. Email is the preferred method of communication between CUNY and applicants. Candidates are asked to include a valid email address with the application and keep it up to date. It is the candidate’s responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@cuny.edu or mailed to:

CUNY/Civil Service Support
395 Hudson Street, 5th Floor
New York, NY 10014.

C. All candidates must meet the minimum qualifications at the time of application. A candidate who does not meet the minimum qualifications for this title will be disqualified. Candidates who have already been appointed will be terminated. Candidates must attest to the accuracy of the information provided at the end of the application and must attest to understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.

D. It is the candidate’s responsibility to complete the application fully and accurately and to submit all supporting documentation of your claims of veteran/ disabled veteran / legacy credit, or foreign education or requests for fee waiver.
E. Candidates’ education and work history will be verified. When candidates who completed college coursework OUTSIDE of the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), they must have the higher education coursework evaluated at their own expense to determine its equivalence to higher education coursework completed within the United States. Agencies that are certified to make this evaluation are listed on the “Foreign Education Fact Sheet”. It can be downloaded from the website: https://cuny.cpshr.us/applybymail.asp. You must pay the evaluation fee directly to the evaluating agency you selected and forward the certified evaluation of your foreign education within 30 days after the close of the filing period to:
CUNY/Civil Service Support
ATTN: High Pressure Plant Tender Exam #2058
395 Hudson Street, 5th Floor
New York, N.Y. 10014.

F. 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. The current annual earnings limitation is under $30,000 per year.

G. Appeals: Stage I Appeal of Test Results or Disqualification - Candidates may file a “Stage I” appeal of the exam, a disqualification from an examination or failure of an examination. The candidate must provide supporting evidence for reason(s) for appealing. Please see the CUNY website for more information on appeals by clicking the link CUNY Classified Civil Service Appeal Process.

H. More information about civil service at The City University of New York is available on our website at by clicking www.cuny.edu/employment/civil-service.html

Veteran and Legacy Credit:
A. Veteran’s 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 had 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 form application process, download the form, and complete it. 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 preference credit in examinations.

B. Legacy Credit - If you pass an examination for original appointment (not promotion), you may be eligible for (Legacy Credit) an additional 10 points being added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.
C. **For Parent Legacy Credit:** if candidate’s parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

D. **For Sibling Legacy Credit:** if candidate’s sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

E. A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application, but **must** be requested no later than the day before the eligible list is established.

F. If a candidate requests Legacy Credit after an application has been submitted, the candidate must write a letter indicating the candidate’s name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present **prior to eligible list establishment**, documentation verifying their claim.

**Address all credit requests and documentation to:**
CUNY/Civil Service Support
ATTN: High Pressure Plant Tender Exam #2058
395 Hudson Street, 5th Floor
New York, N.Y. 10014.

G. **Note on Legacy Credit Usage:** You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York. Legacy Credit will be added only to the final score of those candidates who pass all parts of the examination.

H. You must submit all supporting documentation of your claims of veteran’s preference credit or legacy credit eligibility before the establishment of the eligible list. Veteran and Legacy credit forms are available at https://cuny.cpshr.us/applybymail.asp. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation.

**REMEMBER: APPLICATIONS MUST BE POSTMARKED BY THURSDAY, OCTOBER 3, 2019.**