



CONTINUOUS RECRUITMENT  
TRANSITION EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary
10-014 Plant Utilities Engineer 1	14	\$45,018

Written Test To Be Held

SEPTEMBER 10, 2016  
MARCH 18, 2017

Applications MUST Be Submitted or Postmarked By

JULY 27, 2016  
FEBRUARY 1, 2017

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

For Promotion in State Departments, Facilities, and Agencies

1. Within Promotion Units
2. Within Entire Departments
3. To Other Departments

**MINIMUM QUALIFICATIONS TO PARTICIPATE IN THIS EXAMINATION:** On or before the date of filing your application, you must be a qualified employee of New York State and have had **two years** of permanent competitive, non-competitive, or labor service as a **Plant Utilities Assistant**.

**NOTE:** An open-competitive examination is being held at the same time as this transition examination. Agencies have the option of making appointments from either list. If you meet the requirements for the open-competitive as well as the transition examination, you may wish to apply for both.

**Important:** As this examination is offered both open-competitively and transitionally, verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. **No late applications will be accepted after the filing deadline has passed.**

**DUTIES:** As a **Plant Utilities Engineer 1** on an assigned shift, you would operate, maintain, troubleshoot, repair, test, and calibrate mechanical and electrical equipment providing heat, hot water, ventilation, air conditioning, and electrical distribution in a safe and efficient manner. You would make recommendations on major overhauls and replacement of equipment and identify, recommend, and develop energy conservation projects. You may supervise subordinate staff in the operation and maintenance of heating facilities and mechanical equipment. You may also supervise contractors in an emergency or project situation and you may be required to assume responsibility for operations of the overall physical plant.

**SUBJECT OF EXAMINATION:** There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Energy management and conservation, environmental and safety concerns** – These questions test for knowledge of the principles and practices involved in conducting building and facility energy management programs, including the application of appropriate energy efficiency and conservation methods, environmental controls, and safe operating practices.
2. **Heating, ventilating, air-conditioning, refrigeration, plumbing, water supply, and sanitary systems** – These questions test for knowledge of the operating principles and practices involved in various types of heating, ventilating, air conditioning, refrigeration, plumbing, water supply, and sanitary systems, including related electrical, electronic, and mechanical trades and machine shop practices.
3. **Operation, maintenance, and repair of steam and high temperature hot water generating and distribution systems** – These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of steam and high temperature hot water generating and distribution systems, prime movers, and high voltage electrical equipment, including related mechanical and electrical power plant equipment.
4. **Supervision** – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime veterans' credits to your final passing score.

**CREDIT FOR SENIORITY:** Seniority is credited at the rate of one credit for each five-year period (or fraction thereof) excluding the first year of service.

**HOW TO APPLY:**

- Online our Internet address is <http://www.cs.ny.gov/exams>; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

**WHERE TO APPLY:** Mail your completed application to:

- Application Processing, New York State Department of Civil Service, Albany, NY 12239

DO NOT USE INTER-AGENCY MAIL. The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

State agencies have an ongoing need for persons qualified for appointment to these positions. Generally, the Department of Civil Service schedules the written test twice a year. In general, all applications received up to six weeks before a scheduled test date will be processed for that test date. Applications received afterward will be retained for the next scheduled test date.

**RETEST POLICY:** Qualified candidates may file as frequently as desired, but a new application is required each time.

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#### INFORMATION FOR CANDIDATES

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

**RELIGIOUS ACCOMMODATION:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**ADMISSION TO EXAMINATION:** Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, call 518-474-6470 in the Albany area or toll free at 1-877-697-5627.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

**ELIGIBILITY FOR EXAMINATION:** To be eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion. You should contact your personnel office if you have questions about being a "qualified employee of New York State."

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:** Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.