



Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-410020 Plant Utilities Engineer 2	16	\$63,136	\$0
31-411020 Plant Utilities Engineer 3	19	\$74,322	\$0
31-412020 Plant Utilities Engineer 4	21	\$78,126	\$0

Multiple-Choice Test To Be Held: MAY 9, 2026

Applications MUST Be Submitted Online or Postmarked By: MARCH 25, 2026

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at https://www.cs.ny.gov/jobseeker

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

Interdepartmental promotion examination open to all qualified employees of New York State.

For Promotion in State Departments, Facilities, and Agencies

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

Minimum Qualifications: On or before May 9, 2026, you must be a qualified employee of New York State and have had 45 days of permanent competitive, non-competitive NY HELPS*, or 55-b/55-c service as shown below. If you have received a permanent appointment to a qualifying title listed and served provisionally** in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

For Exam No. 31-410020: Plant Utilities Engineer 1.

For Exam No. 31-411020:

- Either A. Plant Utilities Engineer 2; Or B. Plant Utilities Engineer 1.

For Exam No. 31-412020:

- Either A. Plant Utilities Engineer 3; Or B. Plant Utilities Engineer 2.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before March 25, 2026, and have served continuously in this title since that date, you are eligible to file for this examination.

*If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before March 25, 2026, and have served continuously in this title since that date, you may apply for this examination.

***If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before March 25, 2026, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List: After one year of service described in the A Qualifications, successful candidates will be qualified for appointment from the eligible list.

Or

After two years of service described in the B Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed to a non-competitive position via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

Eligibles who meet the "B" qualifications, and who are subsequently appointed to an "A" title, may request to have their name added to the "A" list, once they have completed the time in title year(s) of service in the "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, New York 12239; Attention: S3/BSH.

Order of Certification: The order of certification of this eligible list will be:

- | | |
|-----------------------------------|--------------------------------------|
| 1. Promotion Unit "A" eligibles | 4. Department "All" eligibles |
| 2. Promotion Unit "All" eligibles | 5. Interdepartmental "A" eligibles |
| 3. Department "A" eligibles | 6. Interdepartmental "All" eligibles |

Additional Requirements for Appointment:

1. **Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees **will:**
 - be checked against the Staff Exclusion List (SEL), maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - be investigated through a Criminal Background Check (CBC). You must report all convictions. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal law;

And **may:**

- be screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.

You are responsible for payment of all required fees.

2. New York State residence is not required.
3. Appointees may need to operate a motor vehicle or have other means to meet the transportation needs of the job. If the position requires that you operate a motor vehicle, you must continuously have a valid New York State driver's license to continue employment. Some positions require a commercial driver's license (CDL).

The Positions: These positions exist in various New York State agencies and are located statewide.

Duties: As a **Plant Utilities Engineer 2**, you would supervise staff engaged in plant operations, maintenance, and repair activities; may function as a shift supervisor over one or more plant operations functions in large operations. You would inspect plant equipment and operations to ensure proper maintenance, scheduling, and safe and efficient operations; prepare estimates and order materials, equipment, and parts; identify budget requirements; and schedule and plan the activities of employees and contractors involved with plant operations, maintenance, and repair activities.

Duties (continued):

As a **Plant Utilities Engineer 3**, you would plan and direct the plant operations department in a moderately sized facility or a major portion of a large and complicated plant utilities operation. You would supervise Plant Utilities Engineers 2 and other staff; may supervise mechanical, electrical, and building operations, and other ancillary activities such as cleaning, plant security, and transportation in small facilities; may serve as an assistant to a Plant Utilities Engineer 4 or Plant Superintendent C. You would plan and direct activities involving system maintenance, health and safety issues, and energy conservation; review contractor specifications and drawings and inspect work performed; maintain records and procedures of plant operations activities; and develop and recommend operating budgets.

As a **Plant Utilities Engineer 4**, you would oversee a plant utilities department in a large facility or a facility with the most complicated equipment. You would supervise Plant Utilities Engineer 3 and other staff engaged in plant operations, maintenance, and repair functions; may oversee the operation and maintenance of high voltage electrical distribution systems and equipment; may function as an assistant to a Plant Superintendent A or B. You would plan and direct activities involving system maintenance, health and safety issues, and energy conservation; review contractor specifications and drawings and inspect work performed; maintain records and procedures of plant operations activities; and develop and recommend operating budgets.

Subject of Examination: To be considered for appointment to this title, you must pass the multiple-choice test . The multiple-choice test evaluates your knowledge, skills, and/or abilities in the following areas:	For Examination Nos.		
	31-410020	31-411020	31-412020
1. Operation, maintenance and repair of steam-generating systems including related mechanical and electrical equipment - These questions test for knowledge of the operating principles involved in various types of steam boilers and their accessories; the proper operating practices used when working with steam generating systems; and the functions of the various types of auxiliary mechanical and electrical equipment found in steam generating systems.	X	X	X
2. Operation, maintenance, and repair of heating, ventilating, air-conditioning, and refrigeration equipment - These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of heating, ventilating, air-conditioning, and refrigeration systems, including piping, valves, and related mechanical and electrical components, and system troubleshooting and upkeep.	X	X	X
3. Reading and interpreting plans and specifications - These questions test for the ability to read and understand technical written specifications and plans and diagrams of building mechanical systems. All the information needed to answer the questions will be in the written material and/or diagrams provided.	X	X	X
4. Energy management, conservation, and 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.	X	X	X
5. 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.	X		

Subject of Examination (continued):	For Examination Nos.		
	31-410020	31-411020	31-412020
6. Administrative supervision - These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.		X	X

Test Guide: A General Guide to Multiple-Choice Tests is available at <http://www.cs.ny.gov/testing/testguides.cfm>.

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

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.

Admission To The Test: If approved for a multiple-choice test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site. **You cannot request to change your scheduled day or request a specific type of test administration.**

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

How To Apply: You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an 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.

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.

ADDITIONAL INFORMATION

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 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, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

RELIGIOUS ACCOMMODATION: Most multiple-choice 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).

Plant Utilities Engineer 2
Plant Utilities Engineer 3
Plant Utilities Engineer 4

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No. 31-410020
No. 31-411020
No. 31-412020

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 Accommodation Unit of the Department of Civil Service at Testaccommodation@cs.ny.gov.

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 multiple-choice test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your multiple-choice test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice 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 considered a qualified employee 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.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.

S3/TC3 BSH-dah

Issued: 2/20/26