

Port Authority of New York & New Jersey
HVAC Mechanic/Utility Systems Maintainer (USM)
Candidate Information Bulletin

Thank you for your interest in the Port Authority of New York & New Jersey. As one of the premier public agencies in the nation, the Port Authority offers exciting career opportunities and competitive benefits to those job seekers who qualify to join our staff. The information below provides information about the HVAC Technician/Utility Systems Maintainer job as well as information about the selection process.

JOB INFORMATION

WHAT ARE THE MAJOR RESPONSIBILITIES OF THE JOB?

The HVAC Mechanic/Utility Systems Maintainer (USM) job title requires a 40-hour work week and is required to work rotating shifts, nights, weekends and holidays, overtime on short notice, and during inclement weather. You must be able to obtain and maintain a Class B or above Commercial Driver's License (CDL) with medical card and endorsements.

The Port Authority HVAC Mechanic/Utility Systems Maintainer performs a variety of journey-level duties in the operation, maintenance, repair and alteration of utility systems and related auxiliary equipment. Equipment may include air conditioning and ventilation systems, pneumatic and electric controls, high- and low-pressure boilers, high temperature generators, and fire protection systems. HVAC Mechanics/Utility Systems Maintainers lead and monitor the work of semi-skilled classes in the operation and maintenance of plant systems and equipment.

WHAT ARE THE MINIMUM REQUIREMENTS?

Candidates must meet all of the qualifications below:

- Possess a current valid New York Fire Department Certificate of Fitness for Standpipe **OR** Sprinkler Operation **OR** a Black Seal Fireman's License issued by the State of New Jersey
- Possess a current valid U.S. Environmental Protection Agency (EPA) Refrigerant Technician's Certificate (RTC)
- High School Diploma or GED
- Valid Driver's License
- Must be able to obtain and maintain a Commercial Driver's License (CDL) with endorsements
- Possess a Certificate of Pesticide Application in New York or New Jersey (selected applicants without a pesticide application certificate must obtain within six months of employment)
- At least three years of full time paid work experience as a journey-level HVAC Technician/Utility Systems Maintainer
- Qualify on the HVAC Mechanic/Utility Systems Maintainer Written Test and Practical Test
- Qualify on a thorough background check
- Qualify on a pre-hire medical evaluation

Failure to meet any of the requirements above will disqualify candidates from consideration.

WHERE WOULD I BE WORKING?

Depending on the location where vacancies exist, qualified candidates may be assigned to work at any of the Port Authority facilities below:

- John F. Kennedy International Airport
- Newark Liberty International Airport
- LaGuardia Airport
- George Washington Bridge
- Lincoln Tunnel
- Holland Tunnel
- Staten Island Bridges (Goethals, Outerbridge Crossing, Bayonne Bridge)
- Port Authority Bus Terminal
- New York Marine Terminal
- New Jersey Marine Terminal

HOW MUCH DOES THE JOB PAY?

\$42.06 per Hour (subject to collective bargaining agreement)

DOES THE POSITION OFFER BENEFITS?

Yes. In addition to full health benefits, the position provides all tools, equipment and uniforms needed for the job.

WHAT CAREER OPPORTUNITIES EXIST FROM THIS POSITION?

Port Authority employees are eligible to participate in internal promotional evaluations for positions in which they meet the requirements. Opportunities exist in the Structural, Mechanical, Electrical, Utility Systems, Buildings & Grounds, Automotive and General Maintenance fields as well as for maintenance supervisory positions.

SELECTION PROCESS

HOW DOES THE SELECTION PROCESS WORK?

The selection process for the HVAC Mechanic/Utility Systems Maintainer job title consists of the following components:

1. Written Examination
2. Practical Examination
3. Background Check and Medical Exam

Each component is described in further detail below:

Written Examination

Exam Delivery Format: Computer-Based
Number of Questions: 100
Question Format: Multiple-Choice
Time Limit: 2 Hours
Exam Content: The HVAC Mechanic/Utility Systems Maintainer Written Examination is designed to assess candidates' knowledge/ability in the following areas:

- Heating and Heating Systems
- A/C and Refrigeration Systems
- Auxiliary Equipment
- Pumps and Controls
- Fire Protection, Fire Safety and Sprinkler Systems
- HVAC Electrical Systems

Exam Results: Candidates will receive test results at the test site immediately after completing the examination.

Fee: \$25 non-refundable/non-transferable fee payable by MasterCard or Visa personal or pre-paid credit card is required

The **\$25 testing fee** will be **waived for qualified U.S. military veterans** who provide proof of military service. To request a military waiver of the testing fee, email Waiver_Request@panynj.gov and attach an electronic copy of your DD214 or military orders. Include in the text of your email your Full Name, Contact Phone Number, Job title of the test you were invited for, and Eligibility ID as listed in your testing notice email. The Subject line of your email should be "Veteran Testing Fee Waiver Request."

The **\$25 testing fee** will also be **waived for qualified candidates receiving one or more forms of public assistance listed below** who provide the required documentation.

- **General Assistance** – Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.
- **Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance** – Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.
- **Eligible for Medicaid, or receiving Supplemental Security Income (SSI)** - Please provide a copy of your latest annual awards letter and a copy of your ID card that shows your Medicaid number.
- **Certified Job Training Partnership Act/Workforce Investment Act/WorkFirst NJ Act eligible through a state or local social service agency** – Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.

To request a waiver of the testing fee, email Waiver_Request@panynj.gov and attach an electronic copy of the required documentation. Include in the text of your email your Full Name, Contact Phone Number, Job title of the test you

were invited for, and Eligibility ID as listed in your testing notice email. The Subject line of your email should be "Testing Fee Waiver Request."

Test Location: Performance Assessment Network (PAN) Test Centers throughout New York and New Jersey. You can choose your test time and location when you schedule for testing through PAN.

Required Identification: One form of official, government issued photo identification.

The examination is of a multiple-choice format and is administered on a computer. Candidates may complete a tutorial that describes the procedures for the computer-based administration prior to beginning the exam. The time limit for the exam is 2 hours. Candidates should be prepared to be at the test site for up to 3 hours, factoring in check-in, test administration, and check-out.

Only candidates who qualify on the Written Examination will be eligible to proceed to the next step in the Selection Process, the Practical Examination. You will receive your results at the test site immediately after completing the test.

Practical Examination

Candidates are typically scheduled for the HVAC Mechanic/Utility Systems Maintainer Practical Examination within three months of qualifying on their Written Examination, depending on the hiring needs of the Agency.

Exam Delivery Format: Hands-on demonstration of skill/ability

Number of Test Problems: 6

Time Limit: Each Test Problem has a time limit. Candidates should prepare to be at the test site for approximately 4 hours

Test Problems: Hands-on demonstration of the following skills/abilities: *

- **Working at Heights** tests your ability to climb and perform tasks at heights.
- **Troubleshooting a Rooftop Package Unit:** Diagnosis, troubleshoot and repair of a non-functioning commercial heating/cooling unit.
- **HVAC Circuits/Power Sources:** Identify HVAC components and their operations and logically wire and start the equipment according to instructions provided.
- **Steel Pipe to Copper Pipe Construction:** Build a pipe project to specifications from a shop diagram that involves cutting, threading $\frac{3}{4}$ " steel pipe, sweating copper pipe and bending and flaring refrigeration tubing.
- **Activation of a Package Air Conditioning Unit:** Demonstrate knowledge of how to recover refrigerant from a leaking line set and re-commission the unit back into service. You must completely describe all components of the unit, how they operate and how they are serviced.
- **Troubleshooting a Low Pressure Steam Boiler** – Explain the full operation of a steam boiler and determine why it will not fire off. Make the necessary repair and put the boiler back into operation.

* Number and nature of Test Problems is subject to change

Exam Results: Results for the Practical Examination are typically emailed to candidates within approximately one month of the Practical Examination date.

Fee: None

Test Location: The practical test is normally held at the Port Authority Testing & Training Center at the address below. Parking is free.

Port Authority Testing and Training Center
ExpressPort Plaza
1160 McLester Street Unit #1
Elizabeth, New Jersey 07201

Required Identification: One form of official, government-issued photo identification and Written Test qualification letter

Bring to the Test

Location:

Candidates should wear normal work clothes, including work boots or safety shoes. Candidates should not bring any tools, books, equipment, etc. to the test. Personal protection equipment such as gloves or prescription safety glasses are allowed, but everything is also supplied at the test site.

Practical Examination

Raters:

Candidates' performance on HVAC Mechanic/Utility Systems Maintainer Practical Examination test problems is rated by trained, experienced proctors with a background in the maintenance field. Only candidates who qualify on the Practical Examination are eligible to proceed to the next step in the Selection Process, the Background Check and Medical Exam.

Background Check and Medical Exam

The Background and Medical Check typically come at the time of a conditional job offer and are conducted concurrently. For the Background Check, the information a candidate submitted on his/her employment application is verified by a background check company, including education, employment history, driver's license, and criminal history. For the Medical Check, candidates are evaluated by the Port Authority's Office of Medical Services physicians to ensure that they can meet the qualifications of the job (with or without accommodation). We strongly encourage candidates to review the requirements for obtaining and maintaining a Commercial Driver's License.

Candidates who qualify on the written examination, practical examination, background check, and medical check are considered eligible to be considered for placement in the HVAC Mechanic/Utility Systems Maintainer job title based on the hiring needs of the Agency. **However, qualification on the selection process does not guarantee placement into a vacant position.**

Question and Answer

ARE THERE ANY STUDY MATERIALS FOR THE EVALUATION PROCESS?

No. We expect candidates to demonstrate their knowledge/experience through the evaluation process.

HOW LONG DOES THE SELECTION PROCESS TAKE?

The timing is highly influenced by the hiring needs of the Agency for this position as well as the speed at which candidates' background check information can be obtained/verified.

IF I QUALIFY ON THE EVALUATION PROCESS, HOW LONG DOES MY QUALIFICATION LAST?

Your qualification will remain for 1 year from the date you qualified on the Practical Test. This timeframe may be extended at the discretion of the Port Authority.

IF I QUALIFY ON THE EVALUATION PROCESS, IS IT ASSURED THAT I WILL GET HIRED?

No. Candidates who qualify on the written examination, practical examination, background check, and medical check are considered eligible to be considered for placement in the HVAC Mechanic/Utility Systems Maintainer job title based on the hiring needs of the Agency. *However, qualification on the selection process does not guarantee placement into a vacant position.*