



Department of Human Resources & Civil Service

Open Competitive Exam Announcement

Please Post Conspicuously

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C-1214-24

Custodian

Examination Date: **December 14, 2024**

Application Deadline: **October 28, 2024** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.

Who May Apply: **Qualified applicants**

Salary: **\$16.83 - \$21.63 hourly (BOCES #1)**
\$32,342 - \$61,620 annually (Brighton Central School District)
\$19.00 hourly (Brockport Central School District)
\$18.75 hourly (Churchville-Chili Central School District)
\$16.00 - \$21.00 hourly (East Irondequoit Central School District)
\$18.00 - \$19.24 hourly (East Rochester Union Free School District)
\$17.75 hourly (Fairport Central School District)
\$18.00 hourly (Gates-Chili Central School District)
\$18.50 hourly (Greece Central School District)
\$16.40 - \$19.90 hourly (Hilton Central School District)
\$18.00 - \$22.00 hourly (Honeoye Falls-Lima Central School District)
\$19.00 - \$36.71 hourly (Rush-Henrietta Central School District)
\$17.32 - \$18.54 hourly (Spencerport Central School District)
\$17.70 hourly (Webster Central School District)
\$16.50 - \$30.32 hourly (West Irondequoit Central School District)
\$18.76 hourly (Town of Irondequoit)
\$36,388 - \$46,334 annually (Monroe Community College)
Varies with other agencies

Employment Opportunities: The **East Irondequoit, Honeoye Falls-Lima Central School Districts** and **East Rochester Union Free School District** each have **one (1)** and the **Greece Central School District** and the **Town of Irondequoit** each have **two (2)** positions currently held by provisionally appointed employees, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.

This title is used in all Monroe County suburban school districts; Monroe Community College; Town of Gates, Irondequoit and Pittsford and the Monroe County Water Authority. The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Note: This title is not used in the Rochester City School District.

A Promotional exam is also being offered for qualified employees of **BOCES #1; Brockport, Greece, Rush-Henrietta, Webster and West Irondequoit Central School Districts.**

Minimum Qualifications:

Candidates must meet the following minimum requirements on or before the date of the written exam:

Completion of eighth grade plus one (1) year paid full-time or its part-time equivalent* experience in building cleaning work.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

Special Requirements:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

* part time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:

There is no residency requirement to participate in the examination.

Description of Duties:

This position is responsible for performing routine cleaning and semi-skilled repair and maintenance tasks. The work involves responsibility for the condition of a public building or an assigned section of a building. This position differs from Head Custodian by performing more hands-on work. The employee reports directly to, and works under the general supervision of a Head Custodian or other higher level staff member. General supervision may be exercised over lower level staff such as Custodial Assistants and Cleaners.

Scope of Examination:

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

1. Basic knowledge of cleaning tools and their uses

This sub-test is designed to evaluate the candidates' knowledge of various cleaning tools and equipment commonly used by Janitors/Custodians on the job.

The candidates will be presented drawings depicting various tools and equipment. The candidates will be required to recognize the tools and know their potential uses in order to answer the questions correctly.

2. Basic knowledge of tools used for minor maintenance and repair

This sub-test is designed to evaluate the candidates' knowledge of various tools and equipment. The candidates will be required to recognize tools and know their potential uses in order to answer the questions correctly.

The tools and equipment involved in this sub-test are those used in minor mechanical, electrical, plumbing and carpentry repair.

3. Basic on-the-job safety practices

This sub-test is designed to evaluate the candidates' understanding of basic safety practices involved in the day-to-day activities of Janitors/Custodians.

The candidates will be presented a series of drawings, which show Janitors/Custodians performing a number of activities, which are routinely encountered on the job. The candidates will be required to recognize unsafe situations and/or identify alternative methods of performing the activities, which would improve or eliminate the safety problems.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

A “**Guide to Taking the Written Test for Entry-Level Custodian and Janitor Series**” is available in the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614, through the website listed at the bottom of the first page, or by sending a self-addressed stamped envelope to the above address. This guide contains sample test questions similar to the questions that will be used in this written test.

This written examination is being 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 and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of

special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in **different** exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Candidates taking more than one (1) exam in the **same** exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date.

If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: October 7, 2024