

**CITY OF NORWICH ANNOUNCES**

**Custodian**

Civil Service Exam held in the City of Norwich  
(Open to the public)

| <u>Exam Date</u> | <u>Exam Number</u> | <u>Application Fee</u>                                  | <u>Application Deadline</u> |
|------------------|--------------------|---|-----------------------------|
| October 10, 2020 | 20-330             | \$10.00 for City Residents<br>\$15.00 for non-residents | September 4, 2020           |

\*The non-refundable Application and Administrative Fee must be submitted at time of application.

A "fee waiver" is available to candidates who meet the requirements.

It is the applicant's responsibility to clearly show that they meet the minimum qualifications for the position.

**Salary:** \$15.30

**Vacancy:** This examination is being held to establish an Eligible List to fill all future Full-time vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from the Eligible List. Once appointed, there will a probation period of 8-52-weeks based on performance of duties.

**Residency Requirements:** Candidates must be legal residents of Chenango County or one of the contiguous counties (Broome, Cortland, Delaware, Madison, or Otsego) for at least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written test.

**Minimum Qualifications:** Graduation from high school or possession of an equivalency diploma OR Four years' experience involving building cleaning or upkeep OR an equivalent combination of training and experience sufficient to indicate ability to do the work.

**DUTIES:** This is routine physical work involving the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed under direct supervision or under general supervision and according to specific instructions. Does related work as required.

**SUBJECT OF EXAMINATION:** Written test designed to test for knowledge, skills and/or abilities in such areas as:

1. **CLEANING TOOLS AND THEIR USES:** These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and

equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.

2. **TOOLS USED FOR MINOR MAINTENANCE AND REPAIR:** These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
3. **HEALTH AND SAFETY ISSUES IN CUSTODIAL WORK:** These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety, which can be found in the work area. You are required to recognize any unhealthy, unsafe or otherwise hazardous conditions and know how to correct them in order to answer the questions.

**USE OF CALCULATORS:** Candidates **are permitted** to use either a handheld, battery-operated or light sensitive calculator or a slide rule for this examination. A slide rule or a calculator may facilitate the performance of routine calculations but is necessary to answer questions in this examination.

A single eligible list will be established as a result of this examination and will be used to fill vacancies as they occur.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**A guide to Taking the Examination for Custodian is available in the Civil Service Office. Please call 334-1235 to obtain a copy.**

**GENERAL INFORMATION:**

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY 13815.
2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.
3. If you are cross filing for an examination, please indicate this on the application. Give the examination number, title of the examination and the jurisdiction giving the examination.
4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.

5. All experience required to meet the minimum qualification section is paid full-time experience unless otherwise noted.
6. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.
7. Falsification of any part of the Application for Examination or Employment will result in disqualification.
8. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.
9. 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 has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
10. Veterans or disabled veterans desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veteran credit is added only to the score of the examination when the passing score of 70.0 or higher is attained by the candidate. The time periods for which veteran credit is permitted are listed on the application. Please circle the appropriate dates of service.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

11. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.
12. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.
13. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**