

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

**EXAMINATION FOR
NO. 6-18 CUSTODIAN – CITY SCHOOL DISTRICT**

An **OPEN COMPETITIVE EXAMINATION** for the position of **Custodian**, City School District, will be held on Saturday morning, **9:00 am, October 28, 2017** at East Middle School, Cafeteria, 167 East Frederick Street, Binghamton, New York 13904.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur.

MINIMUM SALARY: \$21,296.00 per year

Posted: 9/7/2017

A fee of **\$10.00** is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton**, and write the examination number(s) on your check or money order. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks may be obtained at the office of the Municipal Civil Service Commission, 5th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at cityofbinghamton-ny.gov** and must be filed at said office on or before **Wednesday, October 4, 2017 at 5:00 P.M.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

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, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Failure to submit the Cross filing form for multiple exams in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites.

RESIDENCY REQUIREMENTS:

BINGHAMTON CITY SCHOOL DISTRICT: THERE IS NO RESIDENCY REQUIREMENT FOR THE BINGHAMTON CITY SCHOOL DISTRICT.

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.

Background Investigation: Applicants may 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.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION.

MINIMUM QUALIFICATIONS: One year experience in building, cleaning and maintenance activities.

DUTIES: This is work involving the responsibility for the efficient and economical cleaning and maintenance of school buildings during an assigned shift. The work is performed under the general supervision of a Head Custodian who makes work assignments to all custodial personnel including minor maintenance and repair on school buildings, facilities and equipment. Major maintenance work is generally performed by the building maintenance workers. The incumbent is in nominal charge of school facilities and takes necessary action in protecting and preserving school properties. The incumbent has limited responsibility in overseeing that all cleaning and maintenance activities prescribed by the Head Custodian or Senior Custodian are completed during the assigned shift. Supervision may be exercised over Cleaners. Does related work as required.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **CLEANING TOOLS AND THEIR USES:** These questions test for knowledge of various cleaning tools and equipment commonly used by custodians and janitors on the job. You will be presented with drawings of various tools and equipment. You must be able 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 for knowledge of various tools and equipment used for minor maintenance and repair. You will be presented with drawings of tools and equipment used for minor, mechanical, electrical, plumbing, and carpentry repair. You must be able 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 for knowledge of proper health and safety practices for cleaning, building operations and maintenance, and other areas relevant to the work of custodians and janitors. You will be presented with drawings, which show work situations involving basic health and safety issues. You must be able to recognize unhealthy, unsafe, or hazardous work conditions and know how to correct them.

The New York State Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this test guide and other related information available on its web site at www.cs.state.ny.us/testing/localtestguides.cfm. A copy of the Guide to Taking the Written Test for this particular exam is available upon request at time of application in the Civil Service Office, 38 Hawley Street, City Hall, 5th Floor, Binghamton, New York 13901.

Use of calculators is PERMITTED for this exam. You are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards such as “Computers”, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries” and any similar devices are prohibited. You **may not** bring books or other reference materials to the examination.

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible *list*. Applications for veteran’s credit are available from this office. Veteran’s credits can only be added to a passing score on the examination. 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 of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary 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.

MILITARY PERSONNEL: Military Law

Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination. Contact the Binghamton Civil Service Office for more information.

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 the Department of Personnel 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.”

RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES: If special arrangements for testing are required, indicate this on your application. 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, indicate this on your application. We will make arrangements for you to take the test on a different date.

EMERGENCY WEATHER CONDITIONS: Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center

If candidates have not received a notice to appear for the written test four days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

Important: A copy of the general instructions may be obtained upon request to the Municipal Civil Service Commission, 5th floor, City Hall.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment and City residency is required.

Andrea Rutherford
Assistant Director of Personnel & Safety