

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Head Custodian

EXAM NO: 86411

SALARY: Depends Upon Location- \$18.12/hr - Lansing School District

LOCATION: Lansing Central School Districts and Various Agencies Throughout Tompkins County

TYPE OF EMPLOYMENT: Full Time, Part Time, and/or Temporary

EXAM DATE: 03/23/24

ISSUE DATE: 01/17/24

THE FINAL DATE TO FILE APPLICATIONS: 02/18/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/24/24

RESIDENCY: There is no residency restriction imposed upon candidates for promotional opportunities.

THE USE OF A QUIET HAND-HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Head Custodian located at Lansing Central School. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

Three years of experience in one or more of the following areas: Building cleaning, maintenance or repair; OR Building construction; OR A building trade (i.e., plumbing, electrical, carpentry, etc.)

Tompkins County is committed to Equity and Inclusion, we encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for planning, directing and reviewing the work of custodial staff. A Head Custodian has responsible charge of either a complex of buildings or large building with a subordinate cleaning/custodial staff. The work is performed under general supervision of the Superintendent of Buildings and Grounds with leeway allowed for the exercise in independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Direct supervision is exercised over the work of all cleaning and custodial personnel working in the school buildings. This class differs from that of cleaner/custodian in that this position has responsibility for a larger cleaning and maintenance operation. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules and assigns cleaning and custodial work to subordinate personnel;
- Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures;
- Supervises the operation and regulation of heating, air conditioning, and ventilating systems;
- Plans, supervises and participates in building cleaning and minor maintenance activities;
- Checks to ensure that building is properly heated, cleaned, locked, unlocked and in readiness for all regular activities or special events;
- Inspects and otherwise exercises control over work performed by outside consultants;
- Requisitions needed supplies and equipment;
- Prepares preliminary budget estimates for all maintenance and cleaning activities;
- Interviews prospective new employees and recommends hiring of permanent and temporary employees;
- Operates cleaning equipment (e.g., rotary floor machines, window washer, chemical pressure sprayer, carpet shampooer);
- May take and record chemical readings;
- May fill chemical containers, repair chemical feeder, clean circulation strainer, back-wash filters, remove foreign material from air release lines and troubleshoot mechanical equipment.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of large scale building cleaning practices, supplies and equipment;
- Good knowledge of the operation and maintenance of steam boilers and auxiliary equipment;
- Ability to follow oral and written directions;
- Ability to perform computations involving fractions, decimals, addition, subtraction and multiplication;
- Ability to make plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;
- Ability to prepare reports of activities;
- Ability to maintain records of materials and supplies;
- Ability to perform work requiring physical effort;
- Ability to use cleaning equipment efficiently and sagely;
- Ability to plan and supervise the work of others;
- Dependability;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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Complete Scope of the examination and Expanded subtest descriptions:

Ability to read and follow written instructions

These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.

Building cleaning

These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.

Building operation and maintenance I

These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.

Operation and routine maintenance of heating, ventilating and air conditioning systems

These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.

Supervision and training

These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

Test guide:

A Guide for the Written Test for **High-level Custodians/Janitors** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850