

#66422 HEAD CUSTODIAN OPEN COMPETITIVE

#79240 HEAD CUSTODIAN PROMOTION

VERNON-VERONA –SHERRILL CENTRAL SCHOOL DISTRICT

DATE OF EXAM: MARCH 23, 2024

SALARY: \$53, 003.00

**LAST DATE TO FILE: FEBRUARY 1, 2024

VACANCY: This list will be used
To fill future vacancies.

FEE: A \$15.00 fee is required for each separate exam for which you apply. The required fee must accompany your application. Send check or money order payable to Sherrill City Civil Service and write the examination number on your check or money order. **DO NOT SEND CASH.** No refund will be made, so you are urged to compare your qualifications carefully with the requirements for admission and file for only those exams for which you are clearly qualified. An exception to the fee requirement will be made only for persons that are unemployed and primarily responsible for the support of a household. Individuals wishing to claim this waiver of fee must file a signed declaration to this fact. Such declarations are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.

MINIMUM QUALIFICATONS: A. Graduation from high school or possession of a high school equivalency diploma **AND B.** One (1) year of experience in building cleaning and maintenance work, **or** one (1) year experience in any of the standard mechanical or construction trades, **or** any equivalent combination of experience and training.

PROMOTION: One year of permanent service as Custodian. The Promotion exam for this title will be held at the same time as the open-competitive exam. The list resulting from the promotion exam will be used first.

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory **and** work type position involving the responsibility for the efficient and economical cleaning and maintenance of a large school building or number of smaller buildings and related facilities. The work is performed under general supervision allowing some leeway for independent judgment in keeping the building and facilities up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of subordinate cleaning or maintenance personnel.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of building cleaning practices, supplies and equipment; working knowledge of the tools, terminology and practices of one or more skilled trades; ability to follow moderately difficult oral and written directions; ability to plan and supervise the work of others; thoroughness; dependability; resourcefulness; good judgment; good physical condition.

THE WRITTEN MULTIPLE CHOICE TEST WILL BE DESIGNED TO MEASURE KNOWLEDGES, SKILLS AND/OR ABILITIES IN AREAS SUCH AS:

- 1. ABILITY TO READ AND FOLLOW WRITTEN INSTRUCTIONS:** These questions test for the ability to read, understand and apply written instruction 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.
- 2. BUILDING CLEANING:** These questions test for knowledge of basic principles and practices of building cleaning. They will deal with, but not necessarily be limited to, such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring, circumstances.
- 3. BUILDING OPERATION AND MAINTENANCE.** 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.
- 4. 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.

“A High-Level Custodians” Test Guide will be available on the New York State Department of Civil Service website 60 days prior to the date of the written test at <http://www.cs.state.ny.us/testing/localtestguides.cfm> or by calling the City of Sherrill Civil Service Office at 315-363-2440. The test guide will also be available from the V.V.S. School District by calling 315-829-2520.

VETERANS CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran’s credit with their application for the exam or at any time between the dates of their application for the exam and the date of the establishment of the resulting eligible list. Applications for veteran’s credits are available from this office. Veteran’s credits can only be added to a passing score on the exam. Effective 1/1/98, 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 exams. 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 to be certified at a score including veteran’s credits.

RELIGIOUS ACCOMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application.

THIS EXAMINATION IS BEING PREPARED AND RATED BY THE NYS DEPARTMENT OF CIVIL SERVICE IN ACCORDANCE WITH SECTION 23-(2) OF THE CIVIL SERVICE LAW. THE PROVISIONS OF THE NYS CIVIL SERVICE LAW, RULES AND REGULATIONS DEALING WITH PREPARATION AND RATING OF EXAMS WILL APPLY.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME TEST DATE: 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.

MILITARY SERVICE MEMBERS: Candidates who are called to military service after filing an application should send requests for an alternate test date to Personnel Officer, City of Sherrill, Sherrill, N.Y., as soon possible before the test date. If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

ADMISSION NOTICE: Approved candidates will be notified when and where to appear for the exam. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, notice will be sent.

EMERGENCIES: If an emergency prevents you from appearing for the examination please notify this office no later than 10:00a.m. on the Monday following the test date, providing verifiable documentation of the reason.

FEDERAL AND STATE LAW PROHIBITS DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, HANDICAP OR NATIONAL ORIGIN.

The City of Sherrill is an Equal Opportunity/Affirmative Action Employer. It does not discriminate on the basis of handicapped status in admission or access to, or treatment, or employment in, its programs and activities. **Applications and additional information are available from the Personnel office, City of Sherrill, City Hall, Sherrill Road, Sherrill, N.Y. 13461, (363-2440) or Administration bldg., V.V.S. Central School, Rte. #31, Verona, N.Y. 13478. (829-2520).**

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by regulation 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.

ISSUE DATE: NOVEMBER 13, 2023

****APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE OFFICE BY 3 P.M. ON THE LAST FILE DATE. ALSO: A RESUME WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION.**