



SENIOR CUSTODIAN

EXAM #65-830 (OC)

ONEIDA COUNTY ANNOUNCES

CIVIL SERVICE EXAMINATION OPEN TO THE PUBLIC

FEBRUARY 15, 2024

APPLICATION DEADLINE DATE

MARCH 23, 2024

EXAMINATION DATE

- APPLICATIONS MUST BE RECEIVED BY 04:30 PM ON THE APPLICATION DEADLINE DATE
- EXAM FEES HAVE BEEN WAIVED FOR ALL CIVIL SERVICE EXAMS THAT SCHEDULED TO BE HELD IN 2024, PER RES. 2023-371

STARTING SALARY/RANGE:

\$37,624

\$32,573-\$35,922

\$25.63/Hour

\$20.30-\$29.89/Hour

Mohawk Valley Community College

New Hartford Central School District

New York Mills Union Free School District

Westmoreland Central School District

Other Civil Divisions May Vary

VACANCIES: There are seven (7) vacancies. There are two (2) vacancies at Mohawk Valley Community College, Utica/Rome, NY. There are three (3) vacancies at New Hartford Central School District, New Hartford, NY. There is one (1) vacancy at New York Mills Union Free School District, New York Mills, NY. There is one (1) vacancy at Westmoreland Central School District, Westmoreland, NY. **The eligible list, established as a result of this examination, will be used to fill any appropriate vacancies which may occur in these titles under the jurisdiction of the Oneida County Commissioner of Personnel.**

RESIDENCE REQUIREMENT: **NONE** - When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application. Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in building cleaning and maintenance work, or experience in any of the standard mechanical or construction trades; **OR**
- (B) Three (3) years of experience in building cleaning and maintenance work, or experience in any of the standard mechanical or construction trades.

SPECIAL REQUIREMENT: If the position requires operation of a motor vehicle, then the following special requirement applies:

Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

1. Further information may be requested from candidates to verify academic qualifications.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

DUTIES: The incumbent in this class is responsible for the supervision of cleaning, maintenance, and heating activities of a building or buildings. The incumbent performs related work as required.

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SUBJECTS OF EXAMINATION: There will be a written test which you must pass to be considered for appointment. The written test will be designed to evaluate knowledge, skills, and/or abilities in such areas as:

1. ABILITY TO READ AND FOLLOW WRITTEN INSTRUCTIONS:

These questions test for the ability to read, understand and apply written instructions for performing tasks like 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 cover 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 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.

4. 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.

5. 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.

CALCULATORS ARE ALLOWED: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators **ONLY**. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication '**General Guide to Written Tests**' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS
SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must decide to take all the exams at one test site. Submit a completed **CROSS-FILER NOTIFICATION** form to our office at time of application. If you have applied for a State exam, **YOU MUST** take all exam titles at the state exam site. You will be advised on your admission letter when and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**, and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**.

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GENERAL INFORMATION

EMERGENCY CANCELLATION OF EXAMINATIONS: Tune to – Spectrum News; WUTR; WKTV; Radio Stations 96.1, 96.9, 97.9. **OR** Like and Follow us on Facebook at 'Oneida County Civil Service'.

1. **APPLICATIONS:** Candidate must complete a separate Oneida County Civil Service Application for each Civil Service Examination or employment opportunity that they are applying for. Applicants must answer every question on the application and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Department of Personnel. Applications received after the last filing date will be rejected. Apply online at: <https://oneida-portal.mycivilservice.com/exams>
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/MILITARY/DISABILITY:** Please indicate on your application if special exam arrangements for testing are needed. Please review instruction F on the civil service application for further instructions.
4. **ALTERNATE TEST DATES:** Please review 'The Alternate Test Date Policy' located on our website at <https://ocgov.net/departments/civil-service/rules-and-policies/>.
5. **VETERANS:** Please review instruction G on the civil service application.
6. **ADMISSION NOTICE:** Applications are reviewed for qualifying status. If your exam application is disapproved, you will be notified of the reason and given an opportunity to amend your application. All amendments to applications are due by the amendment due date listed on your disapproval letter. **IF YOU DO NOT RECEIVE AN ADMISSION LETTER THREE (3) DAYS BEFORE THE EXAM DATE, PLEASE CALL: (315) 798-5726.** Collect calls will not be accepted.
7. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year **OR** up to a maximum period of four (4) years depending on examination type. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
8. **FOREIGN EDUCATION:** High school from other than U.S. schools may be verified by a transcript and against college-entry requirements in the corresponding country. Applicable documentation must be submitted. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) **OR** on the New York State Department of Civil Service website: www.cs.ny.gov/jobseeker/degrees.cfm. You will be responsible for the required evaluation fee.
9. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
10. This 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.
11. **ADDITIONAL CREDIT:** 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.
12. **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.
13. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, receiving 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. The form is available on our website <https://ocgov.net/departments/civil-service/forms/> and in the Oneida County Department of Personnel, 800 Park Avenue 6th Floor, Utica, NY 13501. You may also call (315) 798-5726 to request a copy.**
14. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18-month period will result in disqualification from future examination for a two-year period, per Oneida County Civil Service Rule IX.

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE: <https://ocgov.net/departments/civil-service/>

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****