

City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces an OPEN COMPETITIVE Exam for:

HEAD CUSTODIAN #64740

Date of Exam: June 09, 2018

Last Date to File: May 9, 2018

(Must be received be close of business -Salary: Per agreement NOT Postmarked)

Salary: \$33,730.00 per year

A \$15.00 fee is required for this exam. The fee must accompany the application and is non-refundable. Check or money order should be made out to: CITY CHAMBERLAIN

MINIMUM QUALIFICATIONS: Three (3) years of building cleaning experience; or any equivalent combination of experience and training.

TYPICAL WORK ACTIVITIES:

- Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment;
- Schedules and assigns cleaning and maintenance work of custodians and cleaners;
- Assista with cleaning and maintenance activities;
- Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies' materials and equipment;
- Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;
- Keeps simple activity records;
- Responsible for lawn, shrubbery, snow removal and ice control;
- Picks up mail from lock box at post office;
- Prepares outgoing mail, including occasional pre-sort;
- Does routine painting when necessary;
- Serves as general handyman performing a variety of semi-skilled duties;
- Reports any acts of vandalism or breakage to proper authorities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building, and cleaning practices, supplies and equipment;
Good knowledge of the operation and maintenance of a low pressure heating plant;
Working knowledge of the tools, terminology and practices of one or more trades;

Ability to follow moderately difficult oral and written directions;
Ability to plan and supervise the work of others;
Thoroughness;
Resourcefulness;
Dependability;
Good judgment;
Good physical condition.

SUBJECTS OF EXAMINATION: A written test designed to test for knowledge, skills and /or abilities in such areas as:

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. 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.

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.

A Guide for the Written Test for High-level Custodians is available at the New York State website: www.cs.ny.gov/testing/localtestguides.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.

CALCULATORS ARE ALLOWED

VETERAN CREDITS: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war (see application) will be eligible for veteran credits. Eligible veterans must submit with their application for veteran credits a certified copy of their DD-214 from the Armed Forces of the United States.

General Instructions and Information

1. Falsification of any part of the application will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the City of Oneida Civil Service Commission of any change of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this exam is 70.

Saturday Sabbath Observers – Disabled Persons and Military Personnel called to Active Duty:
If special arrangements for testing are required, indicate this on your application form.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer
Applications and additional information are available in the Civil Service Office, 109 N. Main
Street, Oneida, NY 13421 by phone 315-363-1561 or at our website at oneidacity.com

Issue date: March 9, 2018

By: Dawn Andrews, Secretary to the Commission

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