City of Oneida Civil Service Commission
109 N. Main St., Oneida, NY 13421
Announces Open Competitive Examination:
SENIOR CUSTODIAN #68785

DATE OF EXAM: 01/21/2017 **LAST DATE TO FILE: January 6, 2017**
(must be received in this office by this date)

Salary Range: Varies according to shift and building per OSEU contract

Fees:A $15.00 fee is required for the above exam which must accompany the application and is non-refundable, so you are urged to compare your qualifications carefully with the requirements for admission and file only if you are qualified. Cash is accepted. Check or money order should be made out to: CITY CHAMBERLAIN.

Application Fee Waiver: A fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a fee waiver 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 in the exam announcement. This form may be obtained from the Civil Service Office.

Minimum Qualifications: Two (2) years of experience in building cleaning and minor maintenance activities or skilled building trades.

Location of Positions: This is a multiple choice exam. The resulting eligible list will be used to fill vacancies as they occur in the Oneida City School District.

Special Requirement for Appointment in School Districts: 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 involving direct contact with students, a clearance for employment from the State Education Dept. is required.

Residency: Candidates must have been a legal resident of Madison or one of its contiguous counties for at least thirty (30) days immediately preceding the date of the exam. Preference in appointment may be given to successful candidates who have been legal residents of the City of Oneida for at least one month prior to the date of certification of eligibles in accordance with Section 23(4-a) of Civil Service Law.

Distinguishing features of the class: Work involves responsibility for performing building cleaning and maintenance in a medium-sized school building or on an assigned shift in a larger school building. Work is performed under general supervision with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of a small number of cleaning or custodial personnel.

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 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 I**

These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They deal with, but are not necessarily limited to, 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**

These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

TEST GUIDE: A High-Level Custodians and Janitors Series Test Guide will be available on the NYS 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 in the local Civil Service office. Call 363-1561 to obtain a copy if you do not wish to download it from the State website above.

Use of Calculators: Candidates are permitted to use a quiet, hand-held solar or battery powered calculator.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Law, rules and regulations dealing with rating of exams will apply.

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

CROSS-FILING: Applying for Civil Service exams in multiple jurisdictions when examinations are scheduled on same date:

If you have applied for any other Civil Service exam for employment with NYS or any other local government jurisdiction, you must make arrangements to take all exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write to each Civil Service Office to make arrangements. You must make your request for these arrangements no later than 2 weeks before the date of the exams.

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 appliations will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duratio of an Eligible List may be fixed for a minimum of one year up to a maximum of four years.
4. Accepted candidates will be notified by letter when and where to appear for this exam. If this notice is not received at least 3 days prior to the exam date, please call this office at 363-1561. It is the responsibility of the candidate to notify the City of Oneida Civil Service Commission of any change of name 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, New York 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 Oneida City Civil Service Office, Municipal Building, 109 N. Main St., Oneida, NY 13421, by email at oneidacity.com, or by phone, 363-1561.