

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
A PROMOTIONAL EXAMINATION
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Senior Custodian**

Exam #: **77029**

Last Date for Filing: **February 26, 2010**

Date of Examination: **March 20, 2010**

Job Title: Senior Custodian, Promotional, The Enlarged City School District of Troy, Grade 14, Salary range \$36,679 - \$43,784.

MINIMUM REQUIREMENTS: Candidates must have been permanently employed in the competitive class by the Enlarged City School District of Troy and, on the date of the written test, must have served on a continuous basis for at least twelve (12) months as a Custodian. Candidates must comply with all applicable residency requirements.

DUTIES OF THE POSITION: (Illustrative only)

- Supervises and participates in all building cleaning activities;
- Assigns tasks to subordinates, gives instructions in the use of building cleaning supplies, materials and equipment, and checks to see that assignments are carried out;
- Periodically checks the operation of the heating system;
- Supervises and participates in the removal of snow and ice from sidewalks and surrounding grounds;
- May perform a variety of semi-skilled carpentry, plumbing, electrical and other building maintenance tasks;
- Checks to insure that buildings are heated, cleaned, lock and in readiness for all activities;
- Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials, and equipment;
- Keep simple activity records;
- Responsible for submitting work orders to the Buildings & Grounds office for work that falls outside of regular duties;
- Performs minor grounds work policing and mowing grass;
- Responsible for visual inspections of all playground equipment and follow up with a Playground Report submitted to the Buildings & Grounds Office;
- Responsible for testing pool water, completing Department of Health Pool Reports, and submitting reports to Buildings & Grounds Office and Department of Health in a timely manner.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will test for 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 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. 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: 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.

Candidates who are successful on the written test will have points added to their score for seniority with the Enlarged City School District of Troy as follows:

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|-------------------------------------|-----------------|
| 1 year up to 6 years | 1 point |
| over 6 years up to 11 years | 2 points |
| over 11 years up to 16 years | 3 points |
| over 16 years up to 21 years | 4 points |
| over 21 years up to 26 years | 5 points |

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

An eligible list will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.

VETERANS or disabled veterans who are eligible for additional credit must submit an application for veterans' credit and a copy of their military discharge papers (DD-214) to this office any time between the date of application for examination and the establishment of the resulting eligible list. Applications are available online at www.troyny.gov or from this office. Disability Record Authorization Forms are available from this office.

Effective January 1, 1998 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 examinations. 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 in order to be certified at a score including veterans credits.

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 (10) points in a competitive examination for original appointments 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 (2) 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.**

APPLICATION FEE: A **\$15.00 NON REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 1776 6th Avenue, Troy, NY 12180.

SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE.

Applications may be obtained at the Troy Civil Service Commission Office in Troy City Hall or online at www.troyny.gov.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, are receiving Supplemental Security Income payments, 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 above.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 1776 6th Avenue, Troy, NY 12180 or online at www.troyny.gov.

ADMISSION TO EXAMINATION: If there is a problem with your application, due notice will be sent. Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card and an official admission letter.** The Commission does not make formal acknowledgment of the receipt of an application. If you have not received your admission letter three days before the date of the exam, call the Troy Civil Service Commission at (518) 279-7123.

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS – MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

CROSS FILER STATEMENT: Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

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) 474-6470 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 agency to make exam site arrangements. You must make your request for these arrangements no later than two weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your exam.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.