

CUSTODIAN III (PROM)
NYS #70-665 RC/EL #21138

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **December 11, 2021**; Last filing date **November 10, 2021**

1. If applying in person, completed applications must be received in the Department of Personnel no later than 5 PM EST on the last filing date.
2. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.
3. **APPLICANTS PREVIOUSLY APPROVED TO SIT FOR THIS EXAMINATION ORIGINALLY SCHEDULED FOR MARCH 14, 2020, ARE NOT REQUIRED TO SUBMIT A NEW APPLICATION FOR THIS EXAMINATION.**

VACANCIES: Exist in the Clarkstown Central School District, Board of Cooperative Educational Services, East Ramapo Central School District, Nyack Public Schools, North Rockland Central School District, South Orangetown Central School District, the Town of Ramapo and Rockland Community College. The Clarkstown Central School District, the Board of Cooperative Educational Services, the Nyack Public Schools and the South Orangetown Central School District may not be filling the vacancies at this time.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is supervisory work of a difficult nature involving direct responsibility for the cleanliness, semi-skilled maintenance and efficient physical operation of one or more large buildings and/or a number of small buildings. Major maintenance work or jobs requiring skilled technicians or craftsmen are referred to a supervisor. The work is performed under general supervision of a Superintendent of Buildings and Grounds, Custodian IV and/or a building or central administrator, and supervision is exercised over a number of employees on two or more work shifts. In a school district (not Rockland Community College), this class is distinguished from Custodian II when supervision is exercised over a number of employees on two or more work shifts, plus a combination of the following factors: the utilization of the building(s), the facility-related needs of students, faculty and administrators, the size of the building or complex of buildings, the number of students, and the existence of a students' cafeteria, gymnasium and locker rooms. May assume custodial responsibilities of the immediate supervisor (Custodian IV) in the latter's absence. Does related work as required.

MINIMUM QUALIFICATIONS:

You must be currently employed by the Clarkstown Central School District, Board of Cooperative Educational Services, East Ramapo Central School District, Nyack Public Schools, North Rockland Central School District, South Orangetown Central School District, the Town of Ramapo or Rockland Community College and have one year of permanent competitive class status there as a Custodian II within a period of three years immediately preceding the date of the written examination.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

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.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: A Guide for the Written Test for High-Level Custodians/Janitors is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County website: www.rocklandgov.com. If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 50 Sanatorium Rd, Bldg A, Pomona, NY 10970 (845) 364-3737 to obtain a copy.

Date Issued: 10/08/2021