

**CUSTODIAN I (OC)**  
**RC/EL #22193**

Examination to be held **December 3, 2022**; Last filing date **November 11, 2022**

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. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**POSITIONS EXIST IN:** Rockland Community College, Finkelstein Memorial Library, Haverstraw Kings Daughters Library, Nanuet Public Library, Pearl River Public Library, Boards of Cooperative Educational Services, Clarkstown Central School District, East Ramapo Central School District, Nanuet Union Free School District, North Rockland Central School District, Nyack Public Schools, Pearl River School District, South Orangetown Central School District, Suffern Central School District, Town of Clarkstown and Village of West Haverstraw. Some of the agencies/departments may not have vacancies or be filling their vacancies at this time.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** The starting salary is \$17.52 per hour for a 40-hour workweek with the County of Rockland. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This work involves immediate responsibility for the cleanliness, efficient physical operation, general care and security of a building or a large section of a building during an assigned shift. The work involves routine cleaning and semiskilled maintenance duties and is performed according to schedule under general supervision of a higher-level Custodian and/or a building or central administrator. Conditions requiring special attention or maintenance work of a skilled nature are referred to a higher level supervisor for resolution. May provide work guidance (e.g. act as a lead worker) to a small number of employees. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: One (1) year of experience in the cleaning and/or maintenance of building facilities or the responsibility therefore.

**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. **Cleaning Tools and their Uses** – These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
2. **Tools Used for Minor Maintenance and Repair** – These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
3. **Health and Safety Issues in Custodial Work** – These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance, and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety, which can be found in the work area. You are required to recognize any unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

**USE OF CALCULATORS IS PERMITTED FOR THIS EXAMINATION**

**TEST GUIDE:** “A Guide to the Written Test for the Entry-Level Custodians And Janitors Series” is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <http://rocklandgov.com/departments/personnel>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy: 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737.

**Date Issued: 10/07/2022**