

CUSTODIAN I (PROM)
RC/EL #50019010

Applications Continuously Accepted and Examination Dates are Held Continuously During the Week (Tuesday – Friday). Approved Candidates will be notified of their examination date approximately 10 days prior to the examination.

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://mycivilservice.rocklandgov.com/exams>

- 1. If applying online, payment can be submitted electronically.**
- 2. If applying by mail, completed applications must be accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

PARTICIPATING AGENCIES: Rockland Community College, Finkelstein Memorial Library, Haverstraw King's Daughters Library, Nanuet Public Library, Pearl River Public Library, Rockland BOCES, 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, Town of Orangetown, Town of Ramapo and Village of West Haverstraw.

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

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.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This work involves responsibility for the cleanliness, operational efficiency, general care and security of a building or a large section of a building during an assigned shift. An incumbent in this position is also responsible for performing routine cleaning and semi-skilled maintenance duties. The work is performed under the general supervision of a higher-level Custodian and/or a building or other administrator and work guidance (e.g., lead work) may be provided to a small number of employees. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS:

- 1. You must be currently employed by Rockland Community College, Finkelstein Memorial Library, Haverstraw King's Daughters Library, Nanuet Public Library, Pearl River Public Library, Rockland BOCES, Clarkstown Central School District, East Ramapo Central School District, Nanuet Union Free School District, North Rockland Central School District, Nyack Union Free School District, Pearl River School District, South Orangetown Central School District, Suffern Central School District, Town of Clarkstown, Town of Orangetown, Town of Ramapo and Village of West Haverstraw and have two (2) years of permanent status there as a Custodial Worker or School Bus Driver and Custodial Worker within a period of three years immediately preceding the examination date.**

NOTE: If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the submission of your application. 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.**

SEE NEXT PAGE

USE OF CALCULATORS IS PERMITTED FOR THIS EXAMINATION

STUDY GUIDE AVAILABLE: "A Guide to the Written Test for the Entry-Level Custodian 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: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

A candidate is permitted to take a Custodian I examination prepared by the NYS Department of Civil Service only once during each of the following defined periods:

January 1 – June 30
July 1 – December 31

ELIGIBLE LIST: This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Successful candidates will have their names placed on an eligible list for this title in order of their ranking, regardless of the date on which they take the test. Candidates’ scores from the different testing dates will be interfiled. The names of successful candidates will remain on the list for two (2) years to fill present and future vacancies.