

**CUSTODIAN II (OC)**  
**NYS #60-217 RC/EL #17002**

**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 **January 21, 2017**; Last filing date **November 30, 2016**

**VACANCIES:** Several in the East Ramapo Central School District, two each in the Clarkstown Central School District, the Ramapo Central School District, the South Orangetown Central School District, and the Finkelstein Memorial Library and one each in the Nanuet Public Schools and Rockland Community College. The Clarkstown Central School District, the East Ramapo Central School District, the Nanuet Public Schools, the South Orangetown Central School District and Rockland Community College may not be filling the positions 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 thereafter for a period of at least one year.

**POSITIONS EXIST IN:** Various School Districts, Finkelstein Memorial Library, Haverstraw King's Daughters Public Library, Rockland Community College, the Town of Clarkstown and the Town of Ramapo.

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

**SALARY:** The minimum starting salary is \$19.64/hr. for a 40-hour-work-week with Rockland Community College. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This is moderately difficult work involving direct responsibility for the continuing cleanliness, routine maintenance, and efficient physical operation of a building which may include two or more shifts, or in the case of a large building complex such responsibility may be limited to an assigned shift or a building within the complex. This class is distinguished from Custodian I primarily by its broader maintenance and operating responsibility. Major maintenance work or jobs requiring a skilled technician or craftsman are referred to a superior. The work is performed under general supervision of a higher level Custodian and/or a building or central administrator and supervision is exercised over a small number of employees. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have: Two years of experience in building cleaning and building maintenance work, one year of which must have involved work direction of others.

**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 to the Written Test for the High-Level Custodians/Janitors Series" is available at the New York State Department of Civil Service Website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) or the Rockland County Website: [www.rocklandgov.com](http://www.rocklandgov.com). If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 18 New Hempstead Road, New City, NY 10956 (845) 638-5200/5205 to obtain a copy.

**Date Issued: 11/09/16**