

MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT NY 14094

PROMOTIONAL EXAMINATION
FOR:
CUSTODIAN
LOCKPORT CITY SCHOOL DISTRICT

LAST DAY FOR FILING
February 11, 2020
Exam No. 75-342

DATE OF EXAMINATION
March 14, 2020

- FILING FEE:** A non-refundable \$15.00 fee is payable at time of filing the application.
- VACANCIES:** The eligible list established as a result of this exam will be used to fill vacancies as they occur in the Lockport City School District.
- SALARY:** Appointment expected at \$27,633/YR.
- DUTIES:** The work involves responsibility for performing building cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to established procedures. An employee in this class may be responsible for the cleanliness and minor maintenance in a small building or works under the general supervision of a higher-ranking employee in a large building. Supervision may be exercised over the work of Assistant Custodians. Does related work as required.
- MINIMUM QUALIFICATIONS:** Candidates must be permanently employed in the competitive class in the Lockport School District on the date of the written exam and must have served continuously on a permanent basis for twelve (12) months as an Assistant Custodian.
- SUBJECT OF EXAM:**
- 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.

A Guide for the Written Test for High-level Custodians/Janitors is available at the New York State website:www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM

Candidates are allowed to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Use of books and other reference material is prohibited.

This written exam is being prepared and rated by the NYS 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 rating of exams will apply to this test.

SENIORITY:

Points will be added to a passing eligible score as follows:

Less than 1 year.....0 points

Over 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