

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

**\*\*\*\*AMENDED\*\*\*\***

**OPEN COMPETITIVE EXAMINATION**  
**FOR:**  
**CUSTODIAN**

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**LAST DAY FOR FILING**  
**February 14, 2020**  
Exam No. 67-239

**DATE OF EXAMINATION**  
**March 14, 2020**

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**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 School District and Lockport Public Library.**

**SALARY:** Appointment expected at: School... \$27,633/YR .  
Library... \$27,150/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.

**RESIDENCY: (Library):** Candidates must reside within the Lockport City School District.

**(School District)** Candidates must have been a legal resident of Niagara County for at least three (3) months immediately preceding the date of the written exam.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of experience in building cleaning and minor maintenance tasks.

\*Library: must be able to pick up and/or move boxes weighing up to 50lbs when required.

**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](http://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.