



CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

Telephone: 607 / 274-6539 Fax: 607 / 274-6574 E-mail: hrdept@cityofithaca.org

CUSTODIAN PROMOTIONAL EXAM NO. 996-02

APPLICATIONS ACCEPTED
CONTINUOUSLY

EXAMINATIONS WILL BE HELD
PERIODICALLY

QUALIFYING EXPERIENCE TO PARTICIPATE IN THE EXAMINATION: Candidates must be permanently employed as a Custodial Worker in the Ithaca City School District, and must have served continuously on a full-time permanent basis as a Custodial Worker in the Ithaca City School District for two (2) years immediately preceding the date of the written test.

LOCATION/VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies at the Ithaca City School District as they occur.

APPLICATION MATERIALS REQUIRED: A City of Ithaca application. All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

SALARY: Per labor contract.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical cleaning, operation and maintenance of a small school building or on a assigned shift of a larger school building. The work is performed under the general supervision of the Director of School Facilities and Operations III, Head Custodian, or School Principal with leeway allowed for the exercise of independent judgment in keeping buildings and facilities up to approved standards or cleanliness and operation. Working supervision may be exercised over the work of subordinate custodial staff, or the incumbent may be assigned overall responsibility for the entire custodial operation in a smaller school building. Does related work as required.

SCOPE OF THE EXAMINATION: The written examination will cover knowledges, skills and/or abilities in such areas as:

- 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.

NOTE: Most Civil Service examinations do not require the use of a quiet, hand-held calculator or slide rule; however, candidates have the option of bringing a battery-operated or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. **Use of calculators is allowed.**

RE-TEST POLICY (Written Exam): Candidates, who fail the written examination, or who wish to retake the written examination to achieve a better score, may do so upon the submission of a new application. However, a six month waiting period for re-test on the written part will apply. In no event may any candidate take the Custodian written examination (promotional and/or open-competitive) more than twice in one year.

SENIORITY POINTS: Seniority points will be added to the raw scores (number of questions answered correctly) of candidates whose raw scores are in the passing score bands. The candidate's raw score and seniority points will then be totaled and converted to a final exam score. Seniority points will be computed in accordance with the following schedule:

LENGTH OF SERVICE	SENIORITY POINTS
Less than 1 year	0 points
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

DURATION OF ELIGIBLE LIST: Candidates who successfully pass the required examination will be certified onto the civil service eligible list for a period of two (2) years. Rank on the eligible list will be based on the candidate's written test score, with candidates' names being interfiled by written test score as examinations are given.

RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:

_____ Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Ithaca Human Resources/Civil Service Department before the test date.

_____ Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

APPLICATIONS MAY BE OBTAINED: at the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850. You may also apply online or download an application at <https://ithaca-portal.mycivilservice.com>.

TIME AND PLACE OF THE EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

CROSS FILER STATEMENT: If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

GENERAL INSTRUCTIONS AND INFORMATION

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the Human Resources Department /Civil Service of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission
April 8, 2019

The Custodian examination is conducted as a continuous recruitment program.

**THE CITY OF ITHACA IS COMMITTED TO EQUITY AND INCLUSION. WE ENCOURAGE THOSE WITH
SIMILAR VALUES TO APPLY.**