

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION FOR

CUSTODIAN
EXAM NO. 1-2012**

Written test to be held MARCH 10, 2012 Ontario County, NY	Applications MUST be Postmarked no later than FEBRUARY 17, 2012	Processing Fee \$15.00 Check/Money Order
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NAPLES CENTRAL SCHOOL DISTRICT 2012 SALARY RANGE: \$11.63 - \$16.06/hr. At present, one anticipated vacancy exists in the Naples Central School District. **SALARY VARIES BY JURISDICTION.** The List resulting from this examination will be used to fill the present and all future vacancies as they occur.

Jurisdictions under the Ontario County Department of Human Resources include Ontario County, its Cities, Towns, Villages, School Districts, the Finger Lakes Community College, and the Board of Cooperative Educational Services.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO COUNTY OR OF A SCHOOL DISTRICT WHICH HAS ITS PERSONNEL TRANSACTIONS ADMINISTERED BY ONTARIO COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

FOR THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES' POSITIONS, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO, YATES, SENECA, OR WAYNE COUNTIES FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

IN ACCORDANCE WITH SECTION 23-4 (a) OF THE CIVIL SERVICE LAW, PREFERENCE IN APPOINTMENT MAY BE GIVEN TO RESIDENTS IN THE JURISDICTION WHERE THE VACANCY EXISTS.

WHEN PREFERENCE IN CERTIFICATION IS GIVEN TO RESIDENTS OF A MUNICIPALITY PURSUANT TO SUBDIVISION 4-a OF SECTION 23 OF THE CIVIL SERVICE LAW, AN ELIGIBLE MUST HAVE BEEN A RESIDENT OF SUCH MUNICIPALITY FOR AT LEAST ONE MONTH PRIOR TO THE DATE OF CERTIFICATION IN ORDER TO BE INCLUDED IN A CERTIFICATION AS A RESIDENT OF SUCH MUNICIPALITY AND MUST BE A RESIDENT OF SUCH MUNICIPALITY AT THE TIME OF CERTIFICATION AND APPOINTMENT. APPLICANTS MUST LIST A HOME ADDRESS TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Makes regular inspection of buildings and grounds to maintain proper cleaning and maintenance procedures;
- Participates in cleaning and maintenance work and may supervise such activities;
- Operates or checks the operation of oil, gas or coal fired heating systems;
- Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;
- Keeps records and makes reports of supplies used and activities carried on;
- Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;
- Reports any acts of vandalism or breakage to proper authorities.

MINIMUM QUALIFICATIONS: One year of experience in building cleaning or maintenance work.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

NOTE: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

NOTE: IF AN APPLICATION IS DISAPPROVED OR ADDITIONAL INFORMATION IS NECESSARY, THE INFORMATION MUST BE RECEIVED IN OUR OFFICE 14 DAYS PRIOR TO THE EXAMINATION DATE. WITHOUT THIS INFORMATION, CANDIDATES MAY NOT BE ADMITTED TO THE EXAMINATION

NOTE: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

SUBJECTS OF EXAMINATION: Written test designed to test for knowledge, 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.

Unless otherwise notified, 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, or any similar devices are prohibited. You may not bring books or other reference material.

A study guide for this examination is available on our website at www.co.ontario.ny.us/humanresources. If you do not have access to the World Wide Web, you may call/write Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465 to obtain a copy.

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON CHANNEL 10 NEWS, NEWS10NBC.COM, AND 1550AM RADIO STATION.

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUN DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at www.co.ontario.ny.us/HumanResources. Completed applications, which must be delivered personally or bear a postmark not later than **FEBRUARY 17, 2012**, must be filed at the same address.

Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATIONS OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.

IF CANDIDATES FAIL TO RECEIVE AN ADMISSION LETTER AT LEAST SEVEN DAYS PRIOR TO THE EXAMINATION DATE, YOU SHOULD CONTACT THE DEPARTMENT OF HUMAN RESOURCES IMMEDIATELY.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodation". We will make arrangements for you to take the test on a different date (usually the following business day).

NOTE: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

The **required fee** must accompany your application. (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to **Ontario County Department of Human Resources** and write the examination number on your check/money order. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fee as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application form.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS OR BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Mary A. Krause
Director of Human Resources
Custodian
Exam No 1-2012
Issued: January 30, 2012