



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

**EXAM ANNOUNCEMENT**  
**Head Custodian #70003390**  
**[PROMOTIONAL]**

**YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR  
HEAD CUSTODIAN (EXAM #70003390)**

<b>Type of Appointment:</b>	Permanent	<b>Rate of Pay:</b>	To be determined based on location
<b>Position Status:</b>	Full Time		
<b>Classification:</b>	Competitive		
<b>Location:</b>	School Districts	<b>Contract:</b>	To be determined based on location
<b>Department:</b>	Buildings and Grounds		
<b>Vacancies:</b>	The resulting eligible list will be used to fill current/future vacancies which may occur.	<b>Exam Date:</b>	January 18, 2025
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	October 16, 2024	<b>Application Deadline:</b>	December 17, 2024

**SCOPE OF EXAMINATION**

**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.

**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.

**Building operation and maintenance:**

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.

**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.

**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.

**Calculator:** Allowed

**Test guide:** A Guide for the Written Test for **High-level Custodians/Janitors** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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.

## **HEAD CUSTODIAN - JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for overseeing the cleaning, maintenance, and heating operation of a school building. The work is performed under the direct supervision of a higher-level supervisor with leeway allowed for exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Direct supervision is exercised over the work of all cleaning and custodial personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES (Illustrative Only):**

- Schedules and assigns cleaning and custodial work of subordinate personnel;
- Inspects buildings and grounds regularly to maintain proper cleaning and maintenance procedures and makes recommendations for improvements of methods or new equipment;
- May supervise the operation and maintenance of heating, cooling, gas, water and other electrical and mechanical equipment;
- Plans, supervises and participates in building cleaning and minor maintenance activities;
- Checks to ensure that building is properly heated, cleaned, locked, unlocked and in readiness for all regular activities or special events;
- Maintains inventories and prepares requisitions for equipment and supplies;
- Reports any acts of vandalism or breakage to a higher-level supervisor;
- Keeps time records for maintenance and cleaning personnel;
- Prepares and maintains a variety of records and reports.
- Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of large-scale building cleaning practices, supplies and equipment and ability to use them efficiently and economically;

Ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks;

Ability to understand and carry out oral and written instructions;

Ability to plan and supervise the work of others;

Ability to keep records and make reports;

Thoroughness;

Dependability;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- a) Three (3) years of building cleaning or maintenance experience.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

### **EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The

majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**