NOTICE OF EXAMINATION

CUSTODIAN
Exam. No. 0113

WHEN TO APPLY: From: October 7, 2009 To: October 27, 2009
APPLICATION FEE: $30.00 Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, January 23, 2010.

WHAT THE JOB INVOLVES: This class of positions encompasses responsible supervisory work involved in overseeing custodial services in public buildings other than schools and colleges. There are four Assignment Levels within this class of positions.

At Assignment Level I: Custodians, under supervision, perform work of ordinary difficulty and responsibility, which may entail supervision, in the cleaning, operation and maintenance of one or more small buildings and their immediate grounds and in the enforcement of safety requirements in such assigned areas; or, in a medium sized building, supervise cleaners on an assigned shift. They supervise a small number of cleaners, performing such tasks as sweeping, dusting, mopping, polishing, waxing, gathering and disposing of refuse; cleaning and removing snow from walks; maintaining lawns and shrubs; operating a low pressure heating system and cleaning the boiler parts; perform these tasks in buildings where no subordinate staff is assigned; inspect the building and grounds to note general condition and necessity for repairs; check work performance, assure the proper use, cleanliness and storage of tools; arrange for and may assist in the moving of furniture and equipment; may serve as Fire Safety Directors; enforce safety requirements and protect the building and grounds from vandalism; requisition fuels and stores; issue supplies and equipment; estimate janitorial material requirements; keep inventories, time sheets and other records; prepare reports on work activities, accidents and unusual conditions; may make minor repairs; report conditions requiring the services of mechanics; may clean, adjust, lubricate and make minor repairs to oil burners, pumps, fans, booklifts, ash lifts, and other mechanical equipment; may perform the duties of subordinates, as needed; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Custodians are: walking to and from buildings; climbing and descending ladders or stairs; climbing around and over various objects; walking over slippery, uneven, or metal grid surfaces; kneeling, crouching and standing for extended periods of time; maintaining balance while walking over narrow elevated walkways; communicating orally; carrying a clipboard and inspection forms; working in confined areas that may be damp, dusty or acrid; working outdoors in all kinds of weather.

Special Working Conditions: Custodians may be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is $28,912 per annum. This rate is subject to change. There are four Assignment Levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher Assignment Levels at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. Online at the DCAS WEBSITE: Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.

2. By mail: Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
DCAS website. It gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your Application for Examination.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

HOW TO QUALIFY:

Experience Requirement: By the last day of the Application Period you must have:

Two years of full-time satisfactory experience in the cleaning and maintenance of buildings.

You may be given the test before we verify your qualifications.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency’s personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

1. Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

2. Education and Experience Test Paper: Fill out Section B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. If you are applying by mail, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. If you are applying on-line, follow the online instructions.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, New York, NY, 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on safe and effective cleaning and maintenance procedures; proper utilization and handling of cleaning materials and equipment; operation and maintenance of safety and security devices; supervising staff including training and scheduling; basic operation of heating equipment; safety in buildings; reading comprehension; simple arithmetic calculations; standards of proper employee ethical conduct; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

THE TEST RESULTS: If you meet the experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Fire Safety Director Requirements: For certain assignments, employees must obtain certification by the Fire Department as the Fire Safety Director or Deputy Fire Safety Director for an assigned building.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY, 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 80609, Custodial Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas