



# Department of Human Resources & Civil Service

## Continuous Recruitment Exam Announcement

Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

### Greece and West Irondequoit Central School Districts

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## PC-1201-07 Custodian

- Application Fee: **\$15.00**
- Examination Date: **December 1, 2007**
- Closing Date for Filing: **October 24, 2007** – Applications must be filed in our office or postmarked by this date
- Salary: **\$13.43 - \$15.54 hourly (Greece Central School District)**  
**\$14.00 - \$27.00 hourly (West Irondequoit Central School District)**
- Employment Opportunities: **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

An open-competitive examination is also being held for qualified candidates.

#### Minimum Qualifications:

Candidates must be permanently employed in the non-competitive class in the **Greece or West Irondequoit Central School Districts** and must have served continuously on a permanent basis for **twenty-four (24) months** holding the position of **Custodial Assistant** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

#### Fees:

A **\$15.00 non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

#### Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**

This position is responsible for performing routine cleaning and semi-skilled repair and maintenance tasks. The work involves responsibility for the condition of a public building or an assigned section of a building. The employee reports directly to and works under the general supervision of a Head Custodian or other senior staff member. Direct supervision may be exercised over one or more cleaners, custodial assistants and laborers. Ability to operate a school bus is required in some jurisdictions.

**Scope of Examination:**

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

1. Basic knowledge of cleaning tools and their uses

This sub-test is designed to evaluate the candidates' knowledge of various cleaning tools and equipment commonly used by Janitors/Custodians on the job.

The candidates will be presented drawings depicting various tools and equipment. The candidates will be required to recognize the tools and know their potential uses in order to answer the questions correctly.

2. Basic knowledge of tools used for minor maintenance and repair

This sub-test is designed to evaluate the candidates' knowledge of various tools and equipment. The candidates will be required to recognize tools and know their potential uses in order to answer the questions correctly.

The tools and equipment involved in this sub-test are those used in minor mechanical, electrical, plumbing and carpentry repair.

3. Basic on-the-job safety practices

This sub-test is designed to evaluate the candidates' understanding of basic safety practices involved in the day-to-day activities of Janitors/Custodians.

The candidates will be presented a series of drawings, which show Janitors/Custodians performing a number of activities, which are routinely encountered on the job. The candidates will be required to recognize unsafe situations and/or identify alternative methods of performing the activities, which would improve or eliminate the safety problems.

A "Guide to Taking the Written Test for Entry-Level Custodian and Janitor Series" is attached. It is also available in the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614, through the web-site listed at the bottom of this page, or by sending a self-addressed stamped envelope to the above address. This guide contains sample test questions similar to the questions that will be used in this written test.

**Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

**Background Investigation:**

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Special Requirement for Appointment in School Districts and 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.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**Children of Firefighters and Police Officers Killed in the Line of Duty:**

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** September 24, 2007



**New York State  
Department of Civil Service**

*Committed to Innovation, Quality and Excellence*

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***A Guide to the Written Test***

**for the**

**Entry-Level Custodians and Janitors Series**

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Eliot Spitzer  
*Governor*

Nancy G. Groenwegen  
*Commissioner*

## **INTRODUCTION**

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The New York State Department of Civil Service has developed this test guide to familiarize you with the written test for the Entry-Level Custodians and Janitors Series. This test guide provides a general description of the subject areas which will be tested and the different types of questions you may see on the test. The Examination Announcement will specify the exact subject areas to be included on the particular examination you will be taking.

The written test for the Entry-Level Custodians and Janitors Series has an overall time allowance of 2 hours. The test questions will cover the following three subject areas:

- 1. CLEANING TOOLS AND THEIR USES:** These questions test for knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You will be presented with drawings of various tools and equipment. You must be able to recognize the tools and know their proper uses in order to answer the questions correctly. **NOTE:** *The tools pictured in this test guide and in the test booklet will not necessarily be drawn to scale.*
- 2. TOOLS USED FOR MINOR MAINTENANCE AND REPAIR:** These questions test for knowledge of various tools and equipment used for minor maintenance and repair. You must be able to recognize the tools and know their proper uses in order to answer the questions correctly. **NOTE:** *The tools pictured in this test guide and in the test booklet will not necessarily be drawn to scale.*
- 3. HEALTH AND SAFETY ISSUES IN CUSTODIAL WORK:** These questions test for knowledge of proper health and safety practices for cleaning, building operations and maintenance, and other areas relevant to the work of custodians and janitors. You will be presented with drawings which show work situations involving basic health and safety issues. You must be able to recognize unhealthy, unsafe, or hazardous work conditions and know how to correct them.

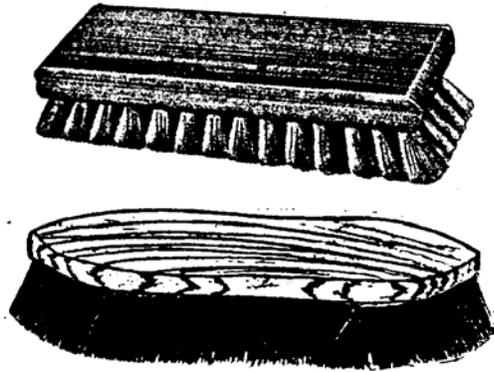
The remainder of this test guide explains how you will be tested in each of the subject areas listed above. A **TEST TASK** is provided for each subject area. This is an explanation of how a question will be presented and how to correctly answer it. Read each explanation carefully. This test guide also provides one **SAMPLE QUESTION** for each subject area. This sample question is similar to the type of questions that will be presented on the actual test. This test guide provides the **SOLUTION** and correct answer to each sample question. You should study each sample question and solution in order to understand how the correct answer was determined.

## **SUBJECT AREA 1**

**CLEANING TOOLS AND THEIR USES:** These questions test for knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job.

**TEST TASK:** You will be presented with drawings of various tools and equipment. You must be able to recognize the tools and know their proper uses in order to answer the questions correctly. **NOTE:** *The tools pictured in this test guide and in the test booklet will not necessarily be drawn to scale.*

**SAMPLE QUESTION:**



The best use for the brushes shown above is to

- A. dust furniture
- B. scour toilet bowls
- C. wash floors
- D. clean windows

*The correct answer to this sample question is C.*

**SOLUTION:**

*To answer this question correctly, you must be able to recognize that the brushes shown above are scrub brushes, and you must know that scrub brushes are generally used to wash flat surfaces, such as floors.*

**Choice A** is not the correct answer to the sample question. *The bristles on scrub brushes are too harsh to be used to dust furniture.*

**Choice B** is not the correct answer to the sample question. *Scrub brushes are too flat to effectively scour curved surfaces, such as toilet bowls.*

**Choice C** is the correct answer to the sample question. *Scrub brushes are generally used to wash flat surfaces, such as floors.*

**Choice D** is not the correct answer to the sample question. *The bristles on scrub brushes are generally too stiff to effectively clean windows.*

## SUBJECT AREA 2

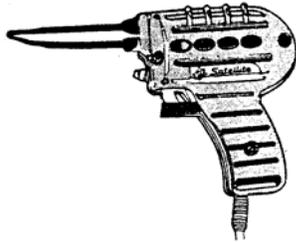
**TOOLS USED FOR MINOR MAINTENANCE AND REPAIR:** These questions test for knowledge of various tools and equipment used for minor maintenance and repair.

**TEST TASK:** You will be presented with drawings of tools and equipment used for minor mechanical, electrical, plumbing, and carpentry repair. You must be able to recognize the tools and know their proper uses in order to answer the questions correctly. **NOTE:** *The tools pictured in this test guide and in the test booklet will not necessarily be drawn to scale.*

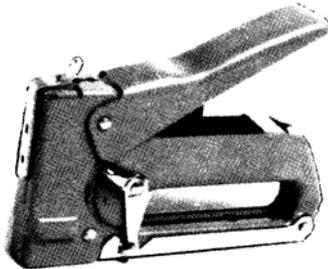
**SAMPLE QUESTION:**

Which one of the following would be best used to attach fiberglass insulation to wooden boards?

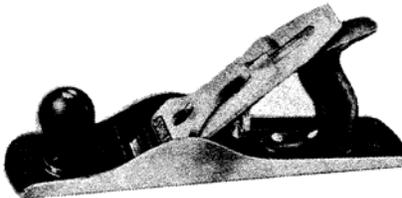
A.



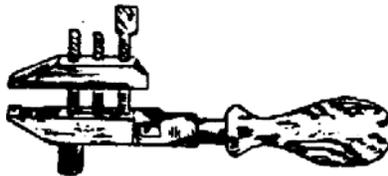
B.



C.



D.



*The correct answer to this sample question is B.*

**SOLUTION:**

*To answer this question correctly, you must be able to recognize the tools shown above and know their uses.*

**Choice A** is not correct. Choice A is a picture of a soldering gun, a tool generally used in electrical work.

**Choice B is the correct answer to this sample question.** Choice B is a picture of a staple gun, a tool generally used to attach thin or pliable materials to wooden surfaces.

**Choice C** is not correct. Choice C is a picture of a plane, a tool generally used to shave wood.

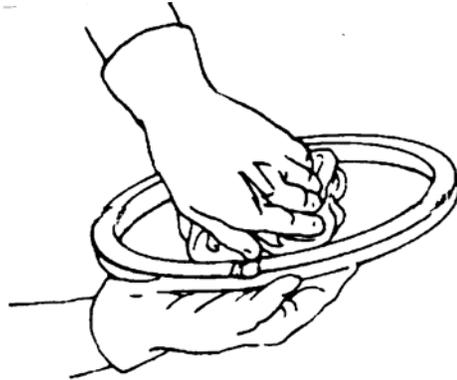
**Choice D** is not correct. Choice D is a picture of a clamp, a tool generally used to hold objects in place.

### **SUBJECT AREA 3**

**HEALTH AND SAFETY ISSUES IN CUSTODIAL WORK:** These questions test for knowledge of proper health and safety practices for cleaning, building operations and maintenance, and other areas relevant to the work of custodians and janitors at the entry level.

**TEST TASK:** You will be presented with drawings which show work situations involving basic health and safety issues. You must be able to recognize unhealthy, unsafe, or hazardous work conditions and know how to correct them.

**SAMPLE QUESTION:**



Which one of the following is the most important reason why workers should wear gloves when cleaning a soap dish, as above?

- A. to avoid leaving fingerprints on surfaces
- B. to keep hands from smelling like soap
- C. to be able to get a better grip on things
- D. to give protection from germs and chemicals

*The correct answer to this sample question is D.*

**SOLUTION:**

*To answer this question correctly, you must be able to recognize the health and safety issue involved in the situation pictured. Although all the choices present reasons why it is good practice to wear gloves while cleaning a soap dish, only one of the choices relates to the health and safety of the worker.*

**Choice A** is not correct. *Leaving fingerprints on the surface is more a cosmetic concern than a safety issue.*

**Choice B** is not correct. *Keeping the hands from smelling like soap is more a personal preference than a safety issue.*

**Choice C** is not correct. *Getting a better grip on the soap dish may make it easier to clean, but is not the most important reason why workers should wear gloves when cleaning a soap dish.*

**Choice D is the correct answer to this sample question.** *Wearing gloves will protect the worker from coming into direct contact with harmful germs and chemicals while cleaning the soap dish.*

## **TEST SECURITY**

The test you will be taking is the property of the New York State Department of Civil Service. Candidates may not remove test material from the test site and may not reproduce, reconstruct, or discuss the test content with others. Unauthorized possession or disclosure of the test material is prohibited by law and punishable by imprisonment and/or a fine. Additionally, candidates may be disqualified from appointment to the positions for which the examination is being held and from being a candidate for any civil service examination for five years. After you take the test, other individuals may want to talk with you about the test. You should not discuss the questions and answers, even in general terms. You should be careful that you do not inadvertently violate test security and put yourself at risk.

## **CONCLUSION**

Your attitude and approach to the test will influence how well you perform. A positive attitude will help you do your best.

### **Before the test...**

- Study and review this Guide to become familiar with the sample questions.
- Study and review the subject areas that will be covered on the test.

### **On the day of the test...**

- Arrive at the test site on time.
- Bring your Admission Notice, two No. 2 pencils, your photo ID containing your signature, a quiet lunch or snack and any other **allowed** materials.
- Do **NOT** bring this test guide to the test site.

### **At the test site...**

- Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site.
- The use of such devices anywhere on the grounds of the test site (this includes the test room, hallways, restrooms, building, grounds, and parking lots) could result in your disqualification.

### **During the test...**

- Read and follow all directions on your Admission Notice, test booklets, answer sheets, and Candidate Directions.
- Follow the Monitor's instructions.
- Keep track of the time.

### **After the test...**

- Do **NOT** remove any test materials from the test room
- Do **NOT** paraphrase, reconstruct or reproduce the test material in any way.
- Do **NOT** discuss the test material with others.

It is the policy of the New York State Department of Civil Service to provide reasonable accommodation to ensure effective communication of information to individuals with disabilities. If you need an auxiliary aid or service to make this information available to you, please contact the New York State Department of Civil Service Public Information Office at (518) 457-9375.

Visit the New York State  
Department of Civil Service web site  
[www.cs.state.ny.us](http://www.cs.state.ny.us)



New York State  
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