

**CITY OF SALAMANCA CIVIL SERVICE COMMISSION  
OPEN COMPETITIVE EXAMINATION**

**CUSTODIAN # 2011-1**

**VACANCY:** Eligible list resulting from this examination may be used to fill appropriate Vacancies as they occur in the City of Salamanca School District.

**SALARY:** \$8.00 hourly (.50 raise after first six months)

**EXAMINATION DATE:** March 12, 2011

**LAST FILING DATE:** March 3, 2011

**(Applications received by mail MUST BE postmarked March 3, 2011.)**

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**AN EXAMINATION FEE OF \$10.00 MUST ACCOMPANY EACH APPLICATION**

**RESIDENCE:** As per rule VII of "Recruitment of Personnel" There will be no residence requirements for this examination, however, Preference in appointment may be given to successful candidates who have been legal residents of the Salamanca School District for at least one month immediately preceding the date of the written test and are residents of the Salamanca School District at the time of certification and appointment.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

**FEE:** State Civil Service Law requires our office to collect a processing fee from each applicant for each separately numbered examination for which you apply. The amount of the fee is **(\$10)** and must accompany the application. Send check or money order payable to the "**City of Salamanca**" and write the examination number and your social security number on your check or money order. Refunds will be granted prior to the date of the exam only to applicants who are disapproved by this Commission. No refunds will be granted to applicants who do not appear for the testing on the scheduled examination date.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following before March 3, 2011. One year of building cleaning or maintenance experience; or any equivalent combination of experience and training.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Custodians may be required to drive a school vehicle in making pickups and deliveries. Candidates must possess a Class D Driver's License. (POSSESSION OF DRIVER'S LICENSE MUST BE INDICATED ON YOUR APPLICATION FORM).

**DUTIES:** This is routine manual work involving responsibility for the efficient and economical performance of cleaning and maintenance operations for school buildings, grounds and equipment. Work is performed under the general supervision of a head custodian or other superior in accordance with established policies, but considerable leeway is permitted for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel.

**NOTE:** School has indicated that Custodians are required to have physical ability to lift up to 100 pounds as part of their duties, and that a stringent physical examination is required by them prior to appointment.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will test knowledge, skills, and/or abilities in such areas as:

**Basic Knowledge of Cleaning Tools and their Uses** – This subject is designed to evaluate Janitors/Custodians on the job. The candidate 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 question correctly.

**Basic Knowledge of Tools Used for Minor Maintenance and Repair** – This subtest is designed to evaluate the candidates' knowledge of 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. The tools and equipment involved in this subtest are those used in minor mechanical, electrical, plumbing and carpentry repair.

**Basic On-The-Job Practices** – This subtest is designed to evaluate the candidates' understanding of basic safety practices involved in the day-to-day activities of Janitors/Custodians. The candidate 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.

**CALCULATORS RECOMMENDED:** It is recommended that calculators be used for this examination. 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.

“The New York State Department of Civil Service has published a **Test Guide** intended for candidate preparation use for this particular examination. This Test Guide contains important test related information as well as sample questions similar to the questions that will be used in this written test.

**The New York State Department of Civil Service is making a copy of this test Guide and other related information available on its Website at: [www.cs.state.ny.us/msd/testing/localtestguides.cfm](http://www.cs.state.ny.us/msd/testing/localtestguides.cfm)**

In addition, a copy of this Test Guide can also be obtained at our Local Civil Service Office. Please stop in the office at Salamanca Civil Service Commission, 225 Wildwood Avenue, Salamanca, NY 14779 or call this office at (716) 945-4250 Monday, Wednesday 8:00am-5:00pm, Friday 8:00am-11:30am for more information on how to obtain a copy of this test Guide.”

**SATURDAY SABBATH OBSERVERS, HANDICAPPED PERSONS, ACTIVE MILITARY, EMERGENCY OR SCHEDULE CONFLICTS BEYOND CONTROL:** If special arrangements for testing are required, indicate this on your application form, also contact this office.

**VETERANS:** Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Salamanca Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

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 veterans' 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.

**PARTICIPATION IN MULTIPLE EXAMINATIONS:** 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 excluding New York City, you must make arrangements to take all the examinations at one test site.

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

**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. This examination will be held on **Saturday, March 12, 2011** at 9AM candidates will be notified of location of examination when admission notices are sent to the approved candidates prior to the test date. Applications are available at the Office of the Civil Service Commission at the Salamanca Municipal Center. Open Monday & Wednesday 8:00am – 5:00pm, Friday, 8:00am–11:30am.

**CITY OF SALAMANCA: AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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