



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CUSTODIAN Exam. No. 0512

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.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

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. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher Assignment Levels at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

- 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.
- By mail:** Complete an "Application for Examination" form and return the completed application form 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package and located online at the above 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 eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who, **on the date of the multiple-choice test:**

1. holds a permanent (not provisional) appointment or appears on a Preferred List (see Note, below) for the title of Custodial Assistant; or
2. is currently or has previously been employed in the labor class title of City Custodial Assistant, and is currently employed by the same city agency; and
3. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

(Note: A "Recall List" is a list of laid off labor class employees who have rehiring rights.)

For the purposes of this examination only, admission is extended to employees serving in the Labor Class title of City Custodial Assistant. It is not to be considered a precedent for future examinations. If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements. If you are marked "not eligible", your application fee will not be refunded and your test papers will not be rated.

If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the multiple-choice test before we verify your eligibility.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title. You must have been continuously employed in the eligible competitive title or in the labor class title for at least one year preceding your promotion. Additionally, you must be permanently employed in the eligible competitive title, or employed in the eligible labor class title at the time of promotion. Time served prior to a break in service in the competitive title of more than one year, or prior to a break in service in the labor class title of more than 30 days, will not be credited towards meeting these requirements.

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. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles and labor class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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 pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

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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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your **department's Human Resources representative** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but on or before the date of the multiple-choice test.

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