



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS CENTER
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

CUSTODIAN
Exam. No. 3031

WHEN TO APPLY: From: February 4, 2004 **APPLICATION FEE: \$30.00**
 To: February 24, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test is expected to be held on **Saturday, May 22, 2004.**

WHAT THE JOB INVOLVES: Custodians perform work of ordinary difficulty and responsibility in the cleaning, operation and maintenance of one or more small buildings and their immediate grounds, which may entail supervision, and in the enforcement of safety requirements in such assigned areas; or, in a medium sized building, supervise cleaners on an assigned shift; may serve as Fire Safety Director; and perform related work.

Some of the physical activities performed by Custodians and environmental conditions experienced 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 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.)

THE SALARY: The current minimum salary is \$24,320 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 1. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

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 check your qualifications.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

- 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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. 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.

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.

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, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the experience requirements and pass the multiple-choice test, your name will be placed in 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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

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/html/dcas