

**HERKIMER COUNTY DEPARTMENT OF PERSONNEL**

Announces

**Examination Open to the Public**

**CUSTODIAN**

Examination Number 24-170A

**Date of Examination: November 9, 2024**

**Filing Deadline**

**Applications must be received or postmarked by: September 20, 2024**

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

**A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION  
\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.  
Personal checks will NOT be accepted.**

**Salary Range:** Varies with each municipality

**Residency:** Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test.

**Vacancies:** The eligible list established as a result of this examination will be used to fill appropriate vacancies, which may exist/occur in County departments, Villages, Towns, School Districts and special districts under the jurisdiction of the Herkimer County Personnel Department. At present, there is one vacancy at BOCES.

**Eligibility:** A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a **minimum** of one year up to a maximum of four years.

**Minimum Qualifications:** Candidates must meet the following requirements on or before the date of examination:

**Either** (A) One year of experience in building cleaning and minor maintenance activities;

**Or** (B) Completion of a vocational program designed to prepare an individual for building maintenance and custodian activities;

**Or** (C) A satisfactory equivalent combination of the above-stated experience and training.

**Duties:** Performs routine building cleaning and occasional minor maintenance tasks; does related work as required. This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to a well-established routine. An incumbent may be responsible for the cleanliness and minor maintenance in a small school building or work under supervision of a higher-ranking employee at a larger school. Supervision may be exercised over the work of cleaners or helpers.

## **SUBJECTS OF EXAMINATION**

**Multiple-Choice, Written Test** is designed to test for knowledge, skills and/or abilities in such areas as:

### **CLEANING TOOLS AND THEIR USES**

These questions test for knowledge of various cleaning tools and equipment commonly used by custodians and janitors 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.

### **TOOLS USED FOR MINOR MAINTENANCE AND REPAIR**

These questions test for knowledge of various tools and equipment used for minor maintenance and repair. 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.

### **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 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 test questions similar to the questions that will be used in this written test.

*“A Guide to the Written Test for the Entry-Level Custodians and Janitors Series”* and other related information is available on the New York State Department of Civil Service website at [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) as well as in the Herkimer County Personnel Office.

## **CALCULATORS ARE PERMITTED FOR THIS EXAMINATION**

Custodian  
Exam # 24-170A  
Herkimer County  
Issued August 21, 2024