

MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT NY 14094

OPEN COMPETITIVE EXAMINATION
FOR:
CUSTODIAL SUPERVISOR

LAST DAY FOR FILING
DECEMBER 20, 2016
Exam No. 61-708

DATE OF EXAMINATION
JANUARY 21, 2017

FILING FEE:	A non-refundable \$15.00 fee is payable at time of filing the application.
VACANCIES:	The eligible list established as a result of this exam will be used to fill vacancies as they occur in the Lockport City School District.
SALARY:	Appointment expected at \$35,000-\$48,000/Yr.
RESIDENCY:	Candidates must have been legal residents of Niagara County for at least six (6) months immediately preceding the date of the written exam and must be a resident at the time of appointment.
DUTIES:	The work involves responsibility for overseeing the custodial staff of a school district. An employee in this class demonstrates proper building cleaning techniques to custodial staff and supervises the performance of same. The work is performed under general supervision allowing for the exercise of independent judgment. Direct supervision is exercised over the custodial staff of the school district. Does related work as required.
MINIMUM QUALIFICATIONS:	Graduation from high school or possession of an equivalency diploma and four (4) years of full-time paid experience in large-scale building cleaning and/or building maintenance work or in any of the standard mechanical or construction trades which are related to standard building maintenance, two (2) years of which must have been in a first-line supervisory capacity.
SUBJECT OF EXAM:	1. Administrative supervision These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Building cleaning

These questions test for knowledge of basic principles and practices of building cleaning. They cover such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Work Planning and Scheduling

These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.

A Guide for the Written Test for High-level Custodians/Janitors is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM

Candidates are allowed 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. Use of books and other reference material is prohibited.

APPLICATIONS: Applications may be obtained at the Department of Civil Service, City of Lockport Municipal Building, One Locks Plaza, Lockport NY 14094 or by going to the Civil Service Web-page at: www.lockportny.gov, click on Civil Service on the menu to the right. **Applications must be accompanied by the \$15.00 fee and received no later than the close of day specified on the top of page one under “Last Day for Filing”.**

This written exam is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this test.