



**THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**ANNOUNCES A OPEN-COMPETITIVE EXAMINATION FOR THE POSITION OF:**

**CUSTODIAN: EXAM #2021-2**

**DATE OF WRITTEN EXAMINATION:** May 1, 2021

**APPLICATION FILING DEADLINE:** Applications must be postmarked or received no later than 4:00 p.m. on April 12, 2021. Applications are available on our website, [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or may be requested by contacting [personnel@oneonta.ny.us](mailto:personnel@oneonta.ny.us). All applications must be original documents. We do not accept faxed, electronic or photocopied applications.

**SPECIAL COVID-19 INSTRUCTIONS:** Due to the pandemic, public access to City Hall is currently restricted. As such, applications will be accepted only via mail (mailed to: Oneonta Municipal Civil Service Commission, 258 Main St., Oneonta, NY 13820 Attn: Custodian) Questions with regard to the exam or application process must be emailed to [personnel@oneonta.ny.us](mailto:personnel@oneonta.ny.us). Please note that the exam date of May 1, 2021, may be subject to change based on any state or local orders affecting public gatherings on the date of the exam. Sufficient notice will be given to approved applicants of any change in date or exam administration.

Candidates will be required to adhere to any instructions regarding physical distancing or the wearing of face coverings while participating in the testing process. This includes instructions provided in written correspondence or verbal instructions from staff during the administration of written or physical agility tests. Failure to comply may result in disqualification.

**ALTERNATE TEST DATE POLICY:** See attached.

**FILING FEE:** A \$10.00 non-refundable application fee, or an application fee waiver, for each examination for which you apply must be submitted with your application. Please send a personal check, certified bank check or money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. *Cash will not be accepted.*

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies which occur within any agencies under the jurisdiction of the Oneonta Municipal Civil Service Commission (City of Oneonta, Huntington Memorial Library, Oneonta Housing Authority, and the City of Oneonta School District).

**SALARY:** Varies by agency.

**RESIDENCE REQUIREMENT:** Candidates must be legal residents of Otsego County or contiguous counties (Delaware, Chenango, Madison, Herkimer, Schoharie, Oneida and Montgomery Counties) for at least 1 month immediately preceding the date of the examination. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination.

**BACKGROUND INVESTIGATION:** Each potential appointee may be the subject of a thorough investigation to help determine character and fitness for duty, as well as to verify information provided by the applicant.

**GENERAL STATEMENT OF DUTIES:** Performs routine building cleaning and maintenance tasks; does related work as required.

**MINIMUM QUALIFICATIONS:** On or before the last date of filing, candidates must have one (1) year of building cleaning and maintenance experience.

**SPECIAL REQUIREMENTS:** May be required to respond to after-hours emergencies, and carry a pager on a rotating basis. In some agencies, applicants must possess a valid New York State Driver's License at the time of appointment, and are required to maintain said license for the duration of employment.

**SUBJECTS OF EXAMINATION:** The written test is designed to test for knowledge, skills, and/or abilities in the following areas:

**1. Cleaning Tools and Their Uses:** These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.

**2. Tools Used for Minor Maintenance and Repair:** These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.

**3. Health and Safety Issues in Custodial Work:** These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety, which can be found in the work area. You are required to recognize any unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

**CALCULATOR POLICY:** Candidates may use quiet hand-held, solar battery-operated powered calculators for this exam. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are prohibited. A calculator may facilitate the performance of routine calculations but is not necessary to answer questions in this examination.

**TEST GUIDE:** A Guide for the Written Test Custodians and Janitors Series, Entry Level is available at the New York State website: <https://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.

**RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**DISABLED PERSONS:** Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination. 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 veteran's 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. **Application for Veteran's Credits are available at the Personnel / Civil Service Office.**

**CROSS-FILING FOR CANDIDATES APPLYING TO TAKE MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center. You can find the cross-filing form on our website and may either submit with your application or up to *three weeks* before the date of the examination.

**APPLICATION FEE:** An application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc. Cash will be NOT be accepted. Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office.

**ADMISSION NOTICES:** Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office. It is the responsibility of the

candidate to notify the Civil Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**GENERAL INSTRUCTIONS AND INFORMATION:**

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Oneonta Personnel/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

**CITY OF ONEONTA ALTERNATE TEST DATE POLICY**

Candidates may be rescheduled for an alternate test date when they are unable to take a scheduled examination for one of the following reasons:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination, including Federal or New York State Civil Service or educational examinations. Examples of professional examinations include the Certified Public

Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.

6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.
10. A conflict with a previously established work schedule that cannot be rearranged.
11. A vehicle breakdown or traffic accident that prevents the candidate from reaching the test center, if documented by a police official or vehicle towing or repair station.
12. When a candidate's family member or a member of the candidate's household has been approved to take the same examination on an alternate test date, thereby making it mandatory that all candidate from the family or household participate in the examination on the alternate date.
13. Any other reason, considered on a case-by-case basis, determined by the Commission to be sufficient justification for granting an alternate date.

Candidates must notify the Civil Service Office as soon as possible before the date of the examination. Candidates who are unable to take the examination due to a medical emergency, accident, or weather emergency, must notify the Civil Service Office no later than the Tuesday following the regular examination date. All requests for alternate test dates must be accompanied by the appropriate documentation verifying the situation. Candidates approved to take an examination on an alternate test date will be required to affirm that they have not discussed the examination content with any individual. Alleged violations of examination security will be investigated and, if verified, will result in disqualification. Candidates will normally be examined prior to the Saturday following the original exam date.

**THE CITY OF ONEONTA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO  
WORKFORCE DIVERSIFICATION.**

**ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**DATED: March 18, 2021**