



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094

*Malcolm A Needler*  
*Personnel Officer*

(716) 438-4071

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## CONTINUOUS RECRUITMENT FOR CUSTODIAN

### Examination Open to the Public

### Salaries vary within municipalities

This exam is held on a continuous recruitment basis and candidates will be tested as applications are received. The eligible list resulting from this exam will be used to fill vacancies as they occur in the municipalities under the jurisdiction of Niagara County Civil Service.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. **Your name at that score will remain on the list for a one (1) year period.** Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies. **Candidates may retest every six (6) months.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date your name is placed on the eligible list and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

Graduation from high school or possession of an equivalency diploma **and** one (1) year of building cleaning and/or building maintenance experience; **OR**

Completion of a standard grade school course **and** three (3) years of building cleaning and/or building maintenance experience.

**NOTE:** Part-time experience will be pro-rated.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field. Requirement waived only when application is accompanied by an administrative letter stating that this special requirement is not applicable. A license is not required for employment at Barker and North Tonawanda School Districts.

**DUTIES:** This is manual work involving responsibility for the efficient and economical performance of building cleaning and minor maintenance operations. Work is performed under the general supervision of a superior with some leeway for use of independent judgment in keeping the building up to approved standards of cleanliness and operation. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. Performs building cleaning and minor maintenance tasks. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

A **non-refundable \$15.00 application fee** is required.

Apply and pay online or submit a check or money order payable to: **Niagara County Civil Service**

**YOUR APPLICATION WILL NOT BE REVIEWED UNTIL PAYMENT IS RECEIVED.**

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**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

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.

“*Entry-Level Custodian Test Guide*” is available on the New York State Department of Civil Service website at <https://www.cs.ny.gov/testing/testguides.cfm> and on our web site at [www.niagaracounty.com/employment](http://www.niagaracounty.com/employment).

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor.

**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 two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination Center.

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 Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**  
Exams/Jobs Portal - **<https://niagara-portal.mycivilservice.com/>**

Niagara County Civil Service #50000
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