

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Cleaning Supervisor

EXAM NO: 69161

SALARY: Depends upon Location. Newfield Central School - \$15.00/hr. base

LOCATION: Newfield Central School District

EXAM DATE: 01/21/17

ISSUE DATE: 12/05/16

THE FINAL DATE TO FILE APPLICATIONS: 12/20/16

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/22/17

RESIDENCY: : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Cleaning Supervisor located at Newfield Central School. The eligible list resulting from this examination may be used to fill this vacancy and any other appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) supervisory experience in a large scale cleaning operation; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or equivalent part-time and/or volunteer) cleaning experience; **OR**

(c) Any equivalent combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT FOR THE TOMPKINS COUNTY PUBLIC WORKS DEPARTMENT:

Appointees must possess a valid New York State Driver's License or otherwise demonstrate the ability to meet the transportation requirements of the position.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for the efficient and economical cleaning of office or school buildings and (if assigned) the maintenance of surrounding grounds. An employee in this class will assist a higher level employee in planning, directing and reviewing the work of a custodial or cleaning shift. This class differs from that of cleaner or custodian in that this position has greater supervisory responsibilities. Depending upon the jurisdiction, the incumbent may be required to serve on a cleaning team as crew leader. In this situation, the employee has responsible charge of the shift. The work is performed under the general supervision of a General Building Supervisor, Head Custodian or Manager of Operations. Wide leeway is allowed for the exercise of independent judgment in keeping buildings up to approved standards of cleanliness. Direct supervision is exercised over the work of cleaners, custodians and (if assigned) grounds keeping personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Makes regular inspections of buildings and grounds to maintain proper cleaning procedures and makes recommendations for improvements or new equipment;
- Plans, schedules, assigns, supervises and evaluates the work of cleaning and/or custodial staff under the supervision and general direction of a more senior employee;
- Monitors the quality and production and reports same to a higher level staff member;
- Instructs staff in the proper methods, procedures and use of cleaning equipment;
- Checks to ensure that all assignments have been carried out, that buildings are cleaned;
- Reviews and approves time cards;
- Requisitions and maintains needed inventory of supplies and equipment;
- Keeps records and makes reports of supplies usage and cost, and activities carried on;
- Assists in the preparation of an annual budget for all cleaning activities;
- Assists the General Building Supervisor, Head Custodian or Manager of Operations with division accounting and record keeping;
- Participates in the interviewing process and provides input into the hiring of prospective temporary and permanent employees;
- Assists with cleaning and grounds maintenance activities as necessary;
- Reports any acts of vandalism or breakage to proper authorities;
- **Depending upon the appointing authority:**
 - May be required to lock, unlock and make buildings ready for activity;
 - May Inspect and otherwise exercise control over cleaning services performed by outside contractors;
 - May be required to supervise the mowing of lawns and the trimming, removal and/or planting of shrubs and trees;
 - May be required to supervise the cleaning of snow and ice from walks and driveways;
 - May be required to supervise the maintenance of grounds maintenance equipment such as mowers, trimmers and tractors;
 - May be required to operate cleaning equipment (e.g., rotary floor machines, window washer, chemical pressure sprayer, carpet shampooer) and participate in building cleaning and minor maintenance activities;
 - May be required to take and record swimming pool chemical readings;
 - May be required to fill swimming pool chemical containers, repair chemical feeder, clean circulation strainer, backwash filter, remove foreign materials from air release lines and troubleshoot mechanical equipment;
 - May be required to schedule and/or conduct a variety of training for employees (In the Tompkins County Public Works Department, training may include, but is not limited to: safety training, mandatory "right to know" training, blood born pathogens training, etc.)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of large scale building cleaning practices, supplies and equipment;
- Depending upon the location, may require a working knowledge of equipment, materials and safety procedures of ground maintenance;

- At TC-3, a good knowledge of the operation and maintenance of swimming pool equipment, including chemical feeders, backwash filters and mechanical equipment is required;
- Skill in the use of building cleaning equipment and tools (e.g. vacuum cleaner, carpet shampooer, floor buffer);
- Depending upon the location, may require skill in the use of grounds maintenance tools and equipment (e.g. trimmer, mower, snow-blower and chain saw);
- Ability to follow moderately difficult oral and written directions;
- Ability to perform computations involving fractions, decimals, addition, subtraction and multiplication;
- Ability to maintain records of materials and supplies;
- Ability to prepare reports of activities;
- Ability to perform, lead and/or supervise all levels of cleaning duties;
- Ability to plan and supervise the work of others;
- Ability to perform work involving considerable physical effort;
- Ability to use cleaning equipment efficiently and safely and to maintain equipment in a safe condition;
- Ability to make minor plumbing and mechanical repairs;
- Willingness to perform custodial and other manual tasks;
- Thoroughness, resourcefulness, dependability and good judgment are required.
- The employee's physical condition shall be commensurate with the demands of the position.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Ability to read and follow written instructions:

These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. All the information needed to answer these questions will be provided in the test booklet.

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. Building operation and maintenance:

These questions test for knowledge of the basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. They cover such areas as building maintenance; preventive maintenance, and minor repair of electrical and plumbing systems; methods and equipment for snow removal; building safety and equipment storage.

4. Supervision and training:

These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

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.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

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.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.â

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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850