



MUNICIPAL CIVIL SERVICE COMMISSION

"Personnel Chosen for Merit in Fair Competition"

City of Port Jervis, New York

City Hall, 14-18 Hammond Street, Port Jervis, New York
12771

(845) 858-4000 ext. 4052

cherylkentbicum@portjervisny.gov

COMMISSIONERS

Yvonne DUYEA, Chair

Nina Balsamo

Cheryl Kent-Bicum
Secretary

EXAMINATION ANNOUNCEMENT CUSTODIAN #20260117 OPEN COMPETITIVE

EXAMINATION DATE: JANUARY 17, 2026

LAST FILING DATE: JANUARY 2, 2026

APPLICATIONS MUST BE POSTMARKED NO LATER THAN 1/2/26

A **\$20.00 non-refundable application fee** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the CITY OF PORT JERVIS. Do not send cash! Write the examination number (s) and the applicant's name and on the personal check or money order.

The eligible list resulting from this examination will be used to fill vacancies and any other appropriate full-time vacancies which may occur during the life of the list.

Salary range: \$16.93-\$23.24/hr

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: This is work involving the efficient performance of building cleaning, operation and maintenance work. In a large school building work is under the supervision of a Head Custodian; in smaller buildings a Custodian assumes responsibility for the work under the general supervision of the Principal or Department Head. Supervision may be exercised over the cleaners.

MINIMUM QUALIFICATIONS: CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE LAST FILING DATE FOR THIS EXAMINATION:

Completion of high school or equivalent GED;

and

One (1) year experience in building cleaning and maintenance activities, or as a carpenter, plumber, electrician or janitor.

SUBJECT OF EXAMINATION: A written test designed to evaluate 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 requested 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 CUSTODIAN 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 unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

CALCULATOR STATEMENT: Candidates are permitted to use either a handheld, battery operated or light sensitive calculator or a slide rule for this examination. A slide rule or a calculator may facilitate the performance of routine calculations but it is not necessary to answer questions in this examination.

SPECIAL TESTING ARRANGEMENTS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodation to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the PORT JERVIS CIVIL SERVICE COMMISSION, 20 HAMMOND STREET, PORT JERVIS, NY 12771 as soon as possible before the testing date.

SECTION 23.2: 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 with the preparation and rating of examinations will apply to this examination.

A Guide for the Written Test for Custodian/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 the examination using the contact information found elsewhere on this announcement.

CROSSFILING: If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. Please notify all Commission or Personnel offices of what examinations you applied for on that said date.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must apply for veteran's credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

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.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained at the **PORT JERVIS CIVIL SERVICE COMMISSION OFFICE**, Tuesdays or Thursdays from 10:00 a.m. to 2:00 p.m., the **CITY CLERKS OFFICE**, 9:00 a.m. to 5:00 p.m. or by sending a stamped, self-addressed legal-size envelope to the PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, P.O. BOX 1002, PORT JERVIS, NY 12771. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not acknowledge receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

ALTERNATE TEST DATE: If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 p.m. on the Tuesday following the test date providing verifiable documentation of the reason. A determination will be made by the Commission if you will be scheduled for an alternate test date.

If you have not received a notice to appear for the examination three (3) days before the test date, call the PORT JERVIS CIVIL SERVICE COMMISSION (845) 858-4052 Thursday between 10:00 a.m. and 2:00 p.m.

ISSUE DATE: December 4, 2025

Cheryl A. Kent-Biccum
CS Commission Secretary