

**ST. LAWRENCE COUNTY
A.A./E.E.O. EMPLOYER
CIVIL SERVICE OPPORTUNITY
EXAMINATION OPEN TO THE PUBLIC**

EXAMINATION DATE: January 18, 2025

LAST FILING DATE: December 04, 2024

Buildings and Grounds Crewleader - # 88140-010

There is currently one (1) vacancy for Buildings and Grounds Crewleader at St. Lawrence County Buildings and Grounds. The eligible list resulting from this examination will be used to fill vacancies as they occur in agencies under the jurisdiction of the St. Lawrence County Human Resources Department. The current salary is \$51,102.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of full time paid experience in large scale building cleaning and custodial work, one (1) year which shall have been in a supervisory capacity.

NOTE: Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.

SPECIAL ANNOUNCEMENT: Effective November 7, 2018, the St. Lawrence County Personnel Officer has assumed the administration of civil service for the City of Ogdensburg. At that time, St. Lawrence County eligible lists will, as appropriate, be certified to fill vacancies in the City of Ogdensburg. Candidates interested in employment with the City of Ogdensburg must now participate in examinations conducted by the St. Lawrence County Human Resources Department.

APPLICATION FEE: The St. Lawrence County Human Resources Department will be collecting an application fee of \$12.50 from examination applicants. The required fee must accompany your application and must be in the form of either a check or money order payable to the St. Lawrence County Treasurer. Write the number of the examination on your check or money order. **DO NOT SEND CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you believe you are clearly qualified. Any application received after the last filing date will be returned along with the application fee. There will be a \$15.00 returned check fee of any returned check.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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, please 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.** The "Request for Application Fee Waiver and Certification" form is located on the St. Lawrence County web site at: <https://stlawco.gov/Departments/HumanResources> or by contacting the Human Resources Department at (315) 379-2210.

GENERAL STATEMENT OF DUTIES: This position involves responsibility for supervising the buildings and grounds workers in the County Buildings and Grounds Department. The incumbent is responsible for following up on work assignments, daily check of facilities, and management of building keys in addition to assigned building maintenance duties. The work is performed under the general supervision of the Superintendent of Buildings and Grounds according to well prescribed procedures. The incumbent does related work as required.

NOTE: Calculators are **ALLOWED** for this exam.

SUBJECT OF EXAMINATION: SEE ATTACHED EXPANDED SCOPE STATEMENT

Applications and application fees must be submitted or postmarked by the last filing date stated above. Normal business hours are 8:00 am to 4:00 pm. Late applications and/or application fees will not be accepted. Candidates will be notified approximately two weeks prior to the examination date, as to the time and place of the examination. In order to assure you receive all correspondence from our office, we **must** have your current address on file. Email changes to: exams@stlawco.gov or contact the St. Lawrence County Human Resources Department at the number listed below.

Date Published: October 29, 2024

APPLICATIONS AND FURTHER INFORMATION
St. Lawrence County Human Resources Department
48 Court Street, Canton, New York 13617-1169
(315) 379-2210
<https://stlawco.gov/Departments/HumanResources>
(SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS)

SITTING CONDITIONALLY FOR AN EXAMINATION

Candidates who will receive a qualifying college degree within four (4) months after the date of this examination will be allowed to sit conditionally. The candidates' name will be withheld from certification until proof of the qualifying degree has been received by the Human Resources Department. The candidate will be required to furnish proof that they have received said degree, **no later than four (4) months after the establishment of the Eligible List** resulting from this examination. Upon receipt of said proof within the time frame so stated, the candidate will become eligible for certification.

SPECIAL EXAMINATION ARRANGEMENTS

Special accommodations for handicapped candidates will be made unless such accommodations would impose an undue hardship on the Human Resources Department. Written requests specifying such accommodations should be filed with the examination application in order to allow for the necessary documentation, determination and arrangements.

RELIGIOUS ACCOMMODATION

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Human Resources Department with the examination application. The candidate will be notified by the Human Resources Department of an alternate test date.

MILITARY COMMITMENT

Candidates who are unable to appear on the regularly scheduled examination date due to ordered military duty should contact the Human Resources Department for information regarding their rights to an alternate test date.

OTHER ALTERNATE TEST DATES

Alternate examination dates may be granted for qualifying circumstances. A request for alternate examination date must be submitted to the St. Lawrence County Human Resources Department no later than the close of business on the next business day following the examination date, whenever practicable. Any alternate examination date administration beyond the Saturday following the scheduled Saturday examination date must be reviewed with the New York State Department of Civil Service.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (CROSS FILERS)

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 (2) 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.

VETERANS CREDITS

For purpose of claiming Veterans Credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

Dec. 7, 1941 - Dec. 31, 1946

June 27, 1950 - Jan. 31, 1955

Feb. 28, 1961 - May 7, 1975

June 1, 1983 - Dec. 1, 1987

Oct. 23, 1983 - Nov. 21, 1983

Dec. 20, 1989 - Jan. 31, 1990

Aug. 2, 1990 - End of Persian Gulf Conflict

Disabled or Non-Disabled Veterans who claim additional credits will receive information as to the filing procedure approximately 2 weeks prior to the date of the examination. (See section 6 of the application for additional information)

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.

WRITTEN EXAMINATION

This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deals with the rating of examinations will apply.

CONTINUOUS RECRUITMENT EXAMINATIONS

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.

ELIGIBLE LISTS

Eligible Lists will be ranked in the order of final rating, and will be established for a minimum of one year to a maximum of four years unless exhausted prior to that date. Established Eligible Lists may be extended by the Personnel Officer not to exceed four years.

NOTE TO CANDIDATES

Unless otherwise notified, candidates are permitted 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. Books or other reference materials are also prohibited.

BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. 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.

EXPANDED SCOPE STATEMENT

Buildings and Grounds Crewleader

Exam Date: 01/18/2025

88140-010

SUBJECTS OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

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 I

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: <https://www.cs.ny.gov/testing/testguides.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.