Notice of Examination

The City University of New York

Announces OPEN COMPETITIVE Examinations for

<table>
<thead>
<tr>
<th>Title</th>
<th>Exam Number</th>
<th>Filing Fee</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Supervisor</td>
<td>1058</td>
<td>$25</td>
<td>$26,623 - $34,649</td>
</tr>
<tr>
<td>Senior Custodial Supervisor</td>
<td>1060</td>
<td>$25</td>
<td>$28,706 - $37,976</td>
</tr>
<tr>
<td>Assistant Principal Custodial Supervisor</td>
<td>1062</td>
<td>$30</td>
<td>$32,250 - $44,284</td>
</tr>
<tr>
<td>Principal Custodial Supervisor</td>
<td>1064</td>
<td>$40</td>
<td>$44,925 - $54,082</td>
</tr>
</tbody>
</table>

Written Test Date: Saturday, March 8, 2003

Filing Period Opens: Tuesday, February 4, 2003 at 9:00 AM
Filing Period Closes: Tuesday, February 18, 2003 at 4:00 PM

Filing Fee: A non-refundable filing fee is required to enter the selection process. The amount of the filing fee is listed above for each title. This fee will not be waived under any circumstances. Applicants who are judged and found not to meet the eligibility requirements for the position will not have their filing fee returned.

Please pay your filing fee with a postal or bank money order or with a bank certified check payable to The City University of New York or to CUNY. We regret that we cannot accept credit card payments or personal checks at this time.

GENERAL DESCRIPTION OF THE JOBS

**Custodial Supervisor**

Under supervision, performs work of ordinary difficulty and responsibility in the supervision of the cleaning and maintaining of college buildings, their furnishings and their immediate grounds. Performs related work as required. The following are examples of typical tasks:

- In colleges, on an assigned tour of duty, is responsible for supervising a small to medium size group of subordinate employees, principally cleaners, engaged in cleaning and maintaining college buildings and their furnishings. This involves such tasks as sweeping, dusting, scrubbing, polishing, washing, shampooing carpets, cleaning sidewalks and walkways of dirt, debris and snow, gathering and disposing of refuse in accordance with New York City recycling regulations, operating elevators, moving school furniture, and mowing and caring for lawn.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Prepares work schedules utilizing college systems for scheduling and/or timekeeping.
- Stores and issues supplies.
- Trains or arranges for training of new employees.
- Monitors and evaluates employee performance in keeping with CUNY guidelines.
- Maintains records and prepares required reports.
- Oversees the use and maintenance of cleaning equipment such as compactors, extractors, buffing machines, vacuum cleaners, etc.
- May perform minor maintenance work such as replacing light bulbs.
- Ensures all appropriate safety procedures are observed in the performance of tasks.
- Directs the use of ladders in the performance of assigned tasks in compliance with all safety regulations.
**Senior Custodial Supervisor**

Under general supervision, performs work of moderate difficulty and responsibility in the supervision of the cleaning and maintaining of college buildings and their immediate grounds; performs related work. The following are examples of typical tasks:

- In colleges, on an assigned tour of duty, is responsible for supervising a large group of subordinate employees; oversees custodial supervisors, custodial assistants, elevator operators, laborers, and other comparable employees engaged in cleaning and maintaining college buildings, entailing such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, cleaning sidewalks, moving school furniture, gathering and disposing of refuse, operating heating plant, care of landscaped areas and providing elevator service.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Requisitions, stores, and issues supplies.
- Trains or arranges for training of new employees.
- Prepares work schedules.
- Maintains records and prepares required reports.
- Responsible for receiving and removing equipment.

**Assistant Principal Custodial Supervisor**

Under general supervision, performs work of a highly difficult and responsible nature in the supervision of the cleaning and maintaining of college buildings and their immediate grounds; performs related work. The following are examples of typical tasks:

- Is responsible for the custodial work at a college entailing the supervision of a large group of subordinate employees; oversees senior custodial supervisors, custodial supervisors, custodial assistants, elevator operators, laborers, and other comparable employees engaged in cleaning and maintaining college buildings, involving such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, gathering and disposing of refuse, operating a heating plant, care of landscaped areas and providing elevator service.
- Inspects buildings to note general condition and necessity for repairs.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Requisitions, stores, and issues supplies.
- Trains or arranges for training of new employees.
- Prepares work schedules.
- Maintains records and prepares required reports.
- Responsible for receiving and removing equipment.

**Principal Custodial Supervisor**

Under general direction, performs executive work of a highly difficult and responsible nature in connection with cleaning, operating and maintaining of college buildings and their immediate grounds; performs related work. The following are examples of typical tasks:

- Is responsible for managing and coordinating the custodial work in and around a large higher educational facility or a major auxiliary campus of a college.
- Develops operating procedures.
- Estimates building, personnel and material requirements.
- Prepares budget estimates and reports.
- May adapt standards covering custodial services to the facility.
- May serve in a liaison capacity between the Administrative Superintendent of Campus Buildings and Grounds and the Assistant Principal Custodial Supervisors in a college that has a number of campuses.
- Assists in the preparation of contracts for services.
- Establishes policies for the training of new employees.
- Maintains records and prepares required reports.
- Receives complaints and directs corrective action with respect to buildings and grounds maintenance.

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**HOW TO APPLY**

You or your representative may obtain a copy of the notice of examination and the application forms in person between the hours of 9:00 AM and 4:00 PM, Mondays through Fridays during the filing period. Visit the Human Resources / Personnel Office of any CUNY college listed in this Notice. We regret that no application forms can be mailed to you; no telephone requests can be accepted.

You or your representative will receive the following items:

1. Applicant Checklist
2. Notice of Examination.
3. CUNY Application for Civil Service Examination - - bubble sheet (a blue & white form).
4. Education and Experience Data Form.
5. Letter of Invitation to the written test (upon filing of the examination fee)

When submitting your application forms, you must sign all documents requiring your signature and you must clearly indicate your social security number in order for your application to be considered complete. You or your representative must return the following completed application forms: (1) the CUNY Application for Civil Service Examination - - bubble sheet (a blue & white form); (2) Education and Experience Data Form; (3) the filing fee. These items must be returned in
person to the Human Resources / Personnel Office of any CUNY college listed in this Notice by the close of the filing period. Late submissions of fees or applications will not be accepted and will result in disqualification from the recruitment and selection process.

You must pay the filing fee. Your filing fee must be a postal or bank money order or certified check payable to The City University of New York or CUNY. The filing fee will not be waived under any circumstances. We regret that we cannot accept credit card payments or personal checks.

It is your responsibility to notify the Civil Service Examinations Unit at 535 East 80th Street, New York, NY 10021, in writing, of any change in your name, address, or telephone number. CUNY will not be able to locate you if you do not inform us of your new name, address, or telephone number.

RECRUITMENT AND SELECTION PROCESS ROAD MAP

The general steps in the recruitment and selection process are as follows:

Step 1. Acquire your application packet of materials.
Step 2. Complete your application packet of materials.
Step 3. Submit completed application forms to CUNY and pay the filing fee.
Step 4. Take the written test.
Step 5. CUNY reviews your submitted application forms.
Step 6. You will receive notification of your score if you meet the minimum qualifications.
Step 7. A CUNY certified list of eligibles will be established for the title.
Step 8. If qualified, you may be invited for an interview by a college.

THE EXAMINATION PROCESS

This examination consists of two components.

Component 1: Qualifying for the Exam (Qualified or Not Qualified):

By the close of the filing period, you must meet all the following qualification requirements for the title for which you are examining:

<table>
<thead>
<tr>
<th>Title</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Supervisor</td>
<td>• Completion of an eighth grade education and three (3) years of full-time experience in the cleaning and maintenance of a building.</td>
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<tr>
<td></td>
<td>• Additional education above the eighth grade may be substituted on a year for year basis for up to two (2) years of the required work experience.</td>
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<tr>
<td></td>
<td>• However, all applicants must possess one (1) year of full-time work experience as described in bullet 1 above exclusive of substitution.</td>
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<td></td>
<td>• Communicate in English both verbally and in writing.</td>
</tr>
<tr>
<td>Senior Custodial Supervisor</td>
<td>• Completion of an eighth grade education and four (4) years of full-time experience in the cleaning and maintenance of a building, one (1)</td>
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<td></td>
<td>• Additional education above the eighth grade may be substituted on a year for year basis for up to two (2) years of the required work experience.</td>
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<tr>
<td></td>
<td>• However, all applicants must possess one (1) year of full-time work experience as described in bullet 1 above exclusive of substitution, and the one</td>
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<tr>
<td></td>
<td>• (1) year of supervisory experience.</td>
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<td></td>
<td>• Communicate in English both verbally and in writing.</td>
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<tr>
<td>Assistant Principal</td>
<td>• Graduation from a senior high school and six (6) years of full-time experience in the cleaning and maintenance of a building, two (2) years of</td>
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<tr>
<td>Custodial Supervisor</td>
<td>• Additional education above senior high school may be substituted on a year for year basis for up to two (2) years of the required work experience.</td>
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<td>• However, all applicants must possess four (4) years of full-time work experience as described in bullet 1 above exclusive of substitution, and the two</td>
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<tr>
<td></td>
<td>• (2) years of supervisory experience.</td>
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<tr>
<td></td>
<td>• Communicate in English both verbally and in writing.</td>
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<tr>
<td>Principal Custodial</td>
<td>• High school graduation or the G.E.D., and</td>
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<tr>
<td>Supervisor</td>
<td>• Ten (10) years of experience in the cleaning, operating and maintaining of large buildings (a) five (5) years of which shall have been as a</td>
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<tr>
<td></td>
<td>• Supervisors, who were responsible for the cleaning, operating and maintaining of large buildings or building complexes;</td>
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<td></td>
<td>• (b) two years of which shall have been high level administrative experience in the management and/or operation and maintenance of large building</td>
</tr>
<tr>
<td></td>
<td>• (c) A satisfactory equivalent combination of education and experience, however, high school graduation or the G.E.D. is required.</td>
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<td></td>
<td>• Each year completed satisfactorily at an accredited college will be considered the equivalent of two years of the general experience listed in</td>
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<td></td>
<td>• (d) A college major in a field related to plant management will be considered the equivalent of one year of the supervisory experience listed in</td>
</tr>
<tr>
<td></td>
<td>• (e) A college major in a field related to plant management will be considered the equivalent of one year of the supervisory experience listed in</td>
</tr>
<tr>
<td></td>
<td>• You must meet the minimum qualifications for the job. If you do not meet the minimum qualifications, we will disqualify you from the recruitment and selection process; if you have already been appointed, we will terminate your employment.</td>
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</tbody>
</table>

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Custodial Series (Open Competitive)
NOTE: CUNY considers at least 35 hours a week to be full-time work. Part-time and verifiable volunteer work are acceptable and will be counted as half-time, if such work was at least 20 hours per week.

NOTE: You are being admitted to the written test before we review your application form. Please note that admittance to the written test does not mean that you have met the minimum qualifications. It simply means that we have not yet rated your application form.

**Component 2: The Written Test (100% of final ranked rating):**

It is anticipated that the written test will be administered on Saturday, March 8, 2003. In case of bad weather, please call 646.674.8524 to learn of any changes to the test administration schedule.

The written test will consist of multiple-choice questions that evaluate a candidate's knowledge, skills, and abilities in the following areas:

<table>
<thead>
<tr>
<th>Area to be Examined</th>
<th>Custodial Supervisor</th>
<th>Senior Custodial Supervisor</th>
<th>Assistant Principal Custodial Supervisor</th>
<th>Principal Custodial Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ability to Read and Follow Written Instructions:</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job.</td>
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<tr>
<td><strong>Building Cleaning:</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>These questions test for knowledge of basic principles and practices of building cleaning. They will deal with, but not necessarily be limited to, such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances.</td>
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<tr>
<td><strong>Building Operation and Maintenance I:</strong></td>
<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>These questions are a test of basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. It deals with, but is not necessarily limited to, 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.</td>
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<tr>
<td><strong>College Building Cleaning:</strong></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>These questions are a test of basic principles and practices of cleaning college buildings. It will deal with, but not necessarily by limited to, such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under circumstances commonly encountered in college buildings.</td>
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<tr>
<td><strong>Supervision:</strong></td>
<td>X</td>
<td></td>
<td>X</td>
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</tr>
<tr>
<td>These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.</td>
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<tr>
<td><strong>Administrative Supervision:</strong></td>
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<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. Problems dealt with may involve, but not be limited to, such areas as: assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.</td>
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<tr>
<td><strong>Building Operation and Maintenance II:</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>These questions are a test of basic principles, practices, and techniques essential to the correct operation and</td>
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<tr>
<td>Area to be Examined</td>
<td>Custodial Supervisor</td>
<td>Senior Custodial Supervisor</td>
<td>Assistant Principal Custodial Supervisor</td>
<td>Principal Custodial Supervisor</td>
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<td>maintenance of heating, ventilating and air conditioning systems.</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Work Planning and Scheduling:</strong> These questions will test your ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. The questions may require the setting up of vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours and shift coverage.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Preparing Written Material:</strong> These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.</td>
<td></td>
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<td></td>
<td>X</td>
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</tbody>
</table>

The passing score for the written test is 70. Information about a review session, if applicable, will be provided on the day of the examination.

Your final score will be determined by the grade you received on the written test and by the veteran preference credit you receive, if any. Your final score will determine the order in which you are called to attend hiring pools. The City University of New York reserves the right to call only a sufficient number of applicants to meet current and near-term staffing needs. This examination will result in a university-wide certified list of eligibles. A promotional examination for this title is also being held at the same time; that examination will result in certified college-wide lists of eligibles that must be used first.

**Veteran’s Preference Credit:**

If you pass the written test, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full time active duty military service in the armed forces of the United States (not the military reserves nor the national guard) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- December 22, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities --- not yet determined (Persian Gulf Conflict)
* = Requires Expeditionary Medal

or in the U.S. Public Health Service between:

- June 26, 1950 to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit must indicate they are applying for veteran’s preference credit on their official CUNY Personal Information Bubble Sheet (a blue & white form). Veterans or disabled veterans who are eligible for additional credit may an application for veteran’s credit and submit a DD-214 (Member 4) document for veterans credit with their application for examination or at any time between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from CUNY.

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.

**Legacy Credit:**

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent has been killed in the line of duty as a firefighter or police officer in the service of the City of New York. Applicants who are eligible for this additional credit must indicate they are applying for the credit by checking the appropriate box on the web page or on the parallel hard copy form available at any CUNY college personnel office. Applications for the credit may be downloaded and printed from the CUNY website (www.cuny.edu) and must be mailed to the CUNY Civil Service Examinations Unit, 535 East 80th Street, New York, NY 10021 for consideration.
Applicants seeking Legacy Credit must apply in writing to The City University of New York, Civil Service Examinations Unit, 535 East 80th Street, New York, New York 10021. This letter should contain the candidate’s name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and which parent(s) (i.e., mother, father, both parents) died in the line of duty. Applicants who become qualified for Legacy Credit after the date of the exam, but no later than the date the eligible list is established, can apply to the above address with the required information. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present, prior to appointment, documentation verifying their claim. All claims for Legacy Credit will be investigated.

Appropriate documentation is:

1. A letter from the agency in New York City documenting that the individual was a firefighter or police officer who was killed in the line of duty.
2. Applicant’s birth certificate showing the relationship between the individual killed in the line of duty and the applicant.

Special Notes:

Special Accommodations for Physically or Mentally Challenged Applicants: Accommodations for the written test are available for persons with a verified disability. Applicants or their representative must contact the Human Resources Management Services Office during the official filing period to obtain a Request for Accommodation form (yellow form). A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant’s impairment must complete the indicated section of the form. The form must be mailed directly to the Human Resources Management Services Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by the last date of the filing period. Information regarding applicants’ disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing.

Special Accommodations for Religious Beliefs: Applicants unable to participate in the Saturday written test because of their religious beliefs must submit a signed statement on letterhead from the applicant’s religious leader certifying to the applicant’s religious observance in order to sit for the written test on an alternate examination date. All requests must be mailed directly to the Human Resources Management Services Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by the last date of the filing period.

Special Accommodations for Emergency Situations: Emergencies that will not permit you to attend the written test such as:

- death in the immediate family
- unforeseen hospitalization
- military service activation
- mandated court attendance

must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled for you, if warranted. All requests must be written and mailed directly to the Human Resources Management Services Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, received no later than the Monday preceding the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact the Human Resources Management Services Office no later than noon on the Tuesday following the test date at 646.674.8524. A determination will be made if you will be scheduled for an alternate test date.

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 the preparation and rating of examinations will apply to this examination.

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**APPOINTMENT INFORMATION**

Once you successfully pass the written test, your name will remain on the certified list of eligibles for at least one year during which time you may be selected for appointment.

**Proof of Identity and Work Authorization** – In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identify and proof of the right to obtain employment in the United States.

**Probationary Period** – Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles. By the completion of the probationary period, an employee in this title must demonstrate competency in supervising employees.

**English Requirement** – You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you do not meet this requirement.
**Fingerprinting** – If you are selected for appointment, you will be required to be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently $50, imposed by the State of New York).

**Background Investigation** – The University will investigate your background thoroughly. If we discover any material misstatements or fraudulent facts about you or your qualifications, we will disqualify you. If you have been appointed, we will terminate your employment.

**Advancement Opportunities** – These titles promote sequentially from the Custodial Supervisor to the Senior Custodial Supervisor to the Assistant Principal Custodial Supervisor to the Principal Custodial Supervisor titles.

**Notice to Retirees** – For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including New York City.

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**OTHER**

Applicants or their representatives may call the Human Resources Management Services Office at 646.674.8599 for further information regarding this exam.

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**CUNY COLLEGE ADDRESSES**

<table>
<thead>
<tr>
<th>College</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronx Comm. College</td>
<td>W. 181 St. &amp; University Ave.</td>
<td>The Bronx, NY</td>
</tr>
<tr>
<td>Hostos Comm. College</td>
<td>500 Grand Concourse</td>
<td>The Bronx, NY</td>
</tr>
<tr>
<td>Lehman College</td>
<td>Bedford Park Blvd. West</td>
<td>The Bronx, NY</td>
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<tr>
<td>Brooklyn College</td>
<td>Bedford Ave. &amp; Ave. H</td>
<td>Brooklyn, NY</td>
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<tr>
<td>Medgar Evers College</td>
<td>1650 Bedford Avenue</td>
<td>Brooklyn, NY</td>
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<tr>
<td>Kingsborough Comm. College</td>
<td>2001 Oriental Boulevard</td>
<td>Brooklyn, NY</td>
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<tr>
<td>N.Y.C. Technical College</td>
<td>300 Jay Street</td>
<td>New York, NY</td>
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<tr>
<td>Baruch College</td>
<td>135 East 22 Street</td>
<td>New York, NY</td>
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<tr>
<td>Borough of Manhattan Comm. College</td>
<td>199 Chambers Street</td>
<td>New York, NY</td>
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<td>Brooklyn, NY 11201</td>
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<td>New York, NY</td>
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<td>New York, NY 10010</td>
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<td>New York, NY</td>
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<tr>
<td>The City College</td>
<td>Convent Ave. &amp; 138 Street</td>
<td>New York, NY</td>
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<tr>
<td>The Graduate School</td>
<td>365 Fifth Avenue at E. 34 Street</td>
<td>New York, NY</td>
</tr>
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<td>Hunter College</td>
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<tr>
<td>Jamaica, NY 11431</td>
<td></td>
<td>New York, NY</td>
</tr>
</tbody>
</table>

Applicants may call the CUNY Human Resources Management Services Office at 646.674.8524 for further information regarding the examination.

An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/ Americans with Disabilities Act Employer

Visit the CUNY website at [www.cuny.edu](http://www.cuny.edu)

---

END
The City University of New York

Notice of Examination

The City University of New York Announces PROMOTIONAL Examinations for

<table>
<thead>
<tr>
<th>Title</th>
<th>Exam Number</th>
<th>Filing Fee</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Supervisor</td>
<td>1059</td>
<td>$25</td>
<td>$26,623 - $34,649</td>
</tr>
<tr>
<td>Senior Custodial Supervisor</td>
<td>1061</td>
<td>$25</td>
<td>$28,706 - $37,976</td>
</tr>
<tr>
<td>Assistant Principal Custodial Supervisor</td>
<td>1063</td>
<td>$30</td>
<td>$32,250 - $44,284</td>
</tr>
<tr>
<td>Principal Custodial Supervisor</td>
<td>1065</td>
<td>$40</td>
<td>$44,925 - $54,082</td>
</tr>
</tbody>
</table>

Written Test Date: Saturday, March 8, 2003

Filing Period Opens: Tuesday, February 4, 2003 at 9:00 AM
Filing Period Closes: Tuesday, February 18, 2003 at 4:00 PM

Filing Fee: A non-refundable filing fee is required to enter the selection process. The amount of the filing fee is listed above for each title. This fee will not be waived under any circumstances. Applicants who are judged and found not to meet the eligibility requirements for the position will not have their filing fee returned.

Please pay your filing fee with a postal or bank money order or with a bank certified check payable to The City University of New York or to CUNY. We regret that we cannot accept credit card payments or personal checks at this time.

GENERAL DESCRIPTION OF THE JOBS

Custodial Supervisor
Under supervision, performs work of ordinary difficulty and responsibility in the supervision of the cleaning and maintaining of college buildings, their furnishings and their immediate grounds. Performs related work as required. The following are examples of typical tasks:

- In colleges, on an assigned tour of duty, is responsible for supervising a small to medium size group of subordinate employees, principally cleaners, engaged in cleaning and maintaining college buildings and their furnishings. This involves such tasks as sweeping, dusting, scrubbing, polishing, washing, shampooing carpets, cleaning sidewalks and walkways of dirt, debris and snow, gathering and disposing of refuse in accordance with New York City recycling regulations, operating elevators, moving school furniture, and mowing and caring for lawn.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Prepares work schedules utilizing college systems for scheduling and/or timekeeping.
- Stores and issues supplies.
- Trains or arranges for training of new employees.
- Monitors and evaluates employee performance in keeping with CUNY guidelines.
- Maintains records and prepares required reports.
- Oversees the use and maintenance of cleaning equipment such as compactors, extractors, buffing machines, vacuum cleaners, etc.
- May perform minor maintenance work such as replacing light bulbs.
- Ensures all appropriate safety procedures are observed in the performance of tasks.
- Directs the use of ladders in the performance of assigned tasks in compliance with all safety regulations.
Senior Custodial Supervisor
Under general supervision, performs work of moderate difficulty and responsibility in the supervision of the cleaning and maintaining of college buildings and their immediate grounds; performs related work. The following are examples of typical tasks:

- In colleges, on an assigned tour of duty, is responsible for supervising a large group of subordinate employees; oversees custodial supervisors, custodial assistants, elevator operators, laborers, and other comparable employees engaged in cleaning and maintaining college buildings, entailing such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, cleaning sidewalks, moving school furniture, gathering and disposing of refuse, operating heating plant, care of landscaped areas and providing elevator service.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Requisitions, stores, and issues supplies.
- Trains or arranges for training of new employees.
- Prepares work schedules.
- Maintains records and prepares required reports.
- Responsible for receiving and removing equipment.

Assistant Principal Custodial Supervisor
Under general supervision, performs work of a highly difficult and responsible nature in the supervision of the cleaning and maintaining of college buildings and their immediate grounds; performs related work. The following are examples of typical tasks:

- Is responsible for the custodial work at a college entailing the supervision of a large group of subordinate employees; oversees senior custodial supervisors, custodial supervisors, custodial assistants, elevator operators, laborers, and other comparable employees engaged in cleaning and maintaining college buildings, involving such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, gathering and disposing of refuse, operating a heating plant, care of landscaped areas and providing elevator service.
- Inspects buildings to note general condition and necessity for repairs.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Requisitions, stores, and issues supplies.
- Trains or arranges for training of new employees.
- Prepares work schedules.
- Maintains records and prepares required reports.
- Responsible for receiving and removing equipment.

Principal Custodial Supervisor
Under general direction, performs executive work of a highly difficult and responsible nature in connection with cleaning, operating and maintaining of college buildings and their immediate grounds; performs related work. The following are examples of typical tasks:

- Is responsible for managing and coordinating the custodial work in and around a large higher educational facility or a major auxiliary campus of a college.
- Develops operating procedures.
- Estimates building, personnel and material requirements.
- Prepares budget estimates and reports.
- May adopt standards covering custodial services to the facility.
- May serve in a liaison capacity between the Administrative Superintendent of Campus Buildings and Grounds and the Assistant Principal Custodial Supervisors in a college that has a number of campuses.
- Assists in the preparation of contracts for services.
- Establishes policies for the training of new employees.
- Maintains records and prepares required reports.
- Receives complaints and directs corrective action with respect to buildings and grounds maintenance.

HOW TO APPLY
You or your representative may obtain a copy of the notice of examination and the application forms in person between the hours of 9:00 AM and 4:00 PM, Mondays through Fridays during the filing period. Visit the Human Resources / Personnel Office of any CUNY college listed in this Notice. We regret that no application forms can be mailed to you; no telephone requests can be accepted.

You or your representative will receive the following items:

1. Applicant Checklist
2. Notice of Examination.
3. CUNY Application for Civil Service Examination - bubble sheet (a blue & white form).
4. Education and Experience Data Form.
5. Letter of Invitation to the written test (upon filing of the examination fee)

When submitting your application forms, you must sign all documents requiring your signature and you must clearly indicate your social security number in order for your application to be considered complete. You or your representative must return the following completed application forms: (1) the CUNY Application for Civil Service Examination - bubble sheet (a blue & white form); (2) Education and Experience Data Form; (3) the filing fee. These items must be returned in...
person to the Human Resources / Personnel Office of any CUNY college listed in this Notice by the close of the filing period. Late submissions of fees or applications will not be accepted and will result in disqualification from the recruitment and selection process.

You must pay the filing fee. Your filing fee must be a postal or bank money order or certified check payable to The City University of New York or CUNY. The filing fee will not be waived under any circumstances. We regret that we cannot accept credit card payments or personal checks.

It is your responsibility to notify the Civil Service Examinations Unit at 535 East 60th Street, New York, NY 10021, in writing, of any change in your name, address, or telephone number. CUNY will not be able to locate you if you do not inform us of your new name, address, or telephone number.

RECRUITMENT AND SELECTION PROCESS ROAD MAP

The general steps in the recruitment and selection process are as follows:

- Step 1. Acquire your application packet of materials.
- Step 2. Complete your application packet of materials.
- Step 3. Submit completed application forms to CUNY and pay the filing fee.
- Step 4. Take the written test.
- Step 5. CUNY reviews your submitted application forms.
- Step 6. You will receive notification of your score if you meet the minimum qualifications.
- Step 7. Certified lists of eligibles, by college, will be established for the title.
- Step 8. If qualified, you will receive an invitation from your college of employment to attend a hiring pool for an interview.

THE EXAMINATION PROCESS

This examination consists of two components.

Component 1: Qualifying for the Exam (Qualified or Not Qualified):

By the close of the filing period, you must meet all the following qualification requirements for the title for which you are examining:

<table>
<thead>
<tr>
<th>Title</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Supervisor</td>
<td>You must be a current CUNY employee who has permanent status in the competitive title of Custodial Assistant or have one year of full-time experience in the non-competitive title of CUNY Custodial Assistant to file for the examination.</td>
</tr>
<tr>
<td>Senior Custodial Supervisor</td>
<td>You must be a current CUNY employee who has permanent status in the title Custodial Supervisor (CUNY) or in the title Custodial Supervisor.</td>
</tr>
<tr>
<td>Assistant Principal Custodial Supervisor</td>
<td>You must be a current CUNY employee who has permanent status in the title Senior Custodial Supervisor.</td>
</tr>
<tr>
<td>Principal Custodial Supervisor</td>
<td>You must be a current CUNY employee who has permanent status in the title Assistant Principal Custodial Supervisor.</td>
</tr>
</tbody>
</table>

You must meet the minimum qualifications for the job. If you do not meet the minimum qualifications, we will disqualify you from the recruitment and selection process; if you have already been appointed, we will terminate your employment.

NOTE: CUNY considers at least 35 hours a week to be full-time work. Part-time and verifiable volunteer work are acceptable and will be counted as half-time, if such work was at least 20 hours per week.

NOTE: You are being admitted to the written test before we review your application form. Please note that admittance to the written test does not mean that you have met the minimum qualifications. It simply means that we have not yet rated your application form.

Component 2: The Written Test (100% of final ranked rating):

It is anticipated that the written test will be administered on Saturday, March 8, 2003. In case of bad weather, please call 646.674.8524 to learn of any changes to the test administration schedule.

The written test will consist of multiple-choice questions that evaluate a candidate's knowledge, skills, and abilities in the following areas:
<table>
<thead>
<tr>
<th>Area to be Examined</th>
<th>Custodial Supervisor</th>
<th>Senior Custodial Supervisor</th>
<th>Assistant Principal Custodial Supervisor</th>
<th>Principal Custodial Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to Read and Follow Written Instructions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Building Cleaning</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Building Operation and Maintenance I</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Building Cleaning</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supervision</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Supervision</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Operation and Maintenance II</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Planning and Scheduling</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparing Written Material</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

These questions test for the ability to read, understand and apply written instructions for performing tasks similar to those encountered on the job. They will deal with, but not necessarily be limited to, such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under various, commonly occurring circumstances. These questions test for knowledge of basic principles and practices of building cleaning. They will deal with, but not necessarily be limited to, 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. These questions are a test of basic principles, practices and techniques essential to the correct operation and maintenance of public buildings. It deals with, but is not necessarily limited to, 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. These questions are a test of basic principles and practices of cleaning college buildings. It will deal with, but not necessarily be limited to, such areas as equipment, tools, supplies, methods and procedures for cleaning different types of surfaces and materials under circumstances commonly encountered in college buildings. These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline. These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. Problems dealt with may involve, but not be limited to, such areas as: assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections. These questions are a test of basic principles, practices, and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems. These questions will test your ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. The questions may require the setting up of vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours and shift coverage. These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.
The passing score for the written test is 70. Information about a review session, if applicable, will be provided on the day of the examination.

Your final score will be determined by the grade you received on the written test and by the veteran preference credit you receive, if any. Your final score will determine the order in which you are called to attend hiring pools. The City University of New York reserves the right to call only a sufficient number of applicants to meet current and near-term staffing needs. This examination will result in a university-wide certified list of eligibles. A promotional examination for this title is also being held at the same time; that examination will result in certified college-wide lists of eligibles that must be used first.

**Veteran’s Preference Credit:**
If you pass the written test, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full time active duty military service in the armed forces of the United States (not the military reserves nor the national guard) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- December 22, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities --- not yet determined (Persian Gulf Conflict)

* = Requires Expeditionary Medal

or in the U.S. Public Health Service between:

- June 26, 1950 to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit must indicate they are applying for veteran’s preference credit on their official CUNY Personal Information Bubble Sheet (a blue & white form). Veterans or disabled veterans who are eligible for additional credit may an application for veteran’s credit and submit a DD-214 (Member 4) document for veterans credit with their application for examination or at any time between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran’s credit are available from CUNY.

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.

**Legacy Credit:**
If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent has been killed in the line of duty as a firefighter or police officer in the service of the City of New York. Applicants who are eligible for this additional credit must indicate they are applying for the credit by checking the appropriate box on the web page or on the parallel hard copy form available at any CUNY college personnel office. Applications for the credit may be downloaded and printed from the CUNY website (www.cuny.edu) and must be mailed to the CUNY Civil Service Examinations Unit, 535 East 80th Street, New York, NY 10021 for consideration.

Applicants seeking Legacy Credit must apply in writing to The City University of New York, Civil Service Examinations Unit, 535 East 80th Street, New York, New York 10021. This letter should contain the candidate’s name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and which parent(s) (i.e., mother, father, both parents) died in the line of duty. Applicants who become qualified for Legacy Credit after the date of the exam, but no later than the date the eligible list is established, can apply to the above address with the required information. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present, prior to appointment, documentation verifying their claim. All claims for Legacy Credit will be investigated.

Appropriate documentation is:

1. A letter from the agency in New York City documenting that the individual was a firefighter or police officer who was killed in the line of duty.
2. Applicant’s birth certificate showing the relationship between the individual killed in the line of duty and the applicant.

**Special Notes:**
Special Accommodations for Physically or Mentally Challenged Applicants: Accommodations for the written test are available for persons with a verified disability. Applicants or their representative must contact the Human Resources Management Services Office during the official filing period to obtain a Request for Accommodation form (yellow form). A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant’s impairment must complete the indicated section of the form. The form must be
mailed directly to the Human Resources Management Services Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by the last date of the filing period. Information regarding applicants’ disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing.

Special Accommodations for Religious Beliefs: Applicants unable to participate in the Saturday written test because of their religious beliefs must submit a signed statement on letterhead from the applicant’s religious leader certifying to the applicant’s religious observance in order to sit for the written test on an alternate examination date. All requests must be mailed directly to the Human Resources Management Services Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by the last date of the filing period.

Special Accommodations for Emergency Situations: Emergencies that will not permit you to attend the written test such as:

- death in the immediate family
- unforeseen hospitalization
- military service activation
- mandated court attendance

must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled for you, if warranted. All requests must be written and mailed directly to the Human Resources Management Services Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, received no later than the Monday preceding the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact the Human Resources Management Services Office no later than noon on the Tuesday following the test date at 646.674.8524. A determination will be made if you will be scheduled for an alternate test date.

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 the preparation and rating of examinations will apply to this examination.

**APPOINTMENT INFORMATION**

Once you successfully pass the written test, your name will remain on the certified list of eligibles for at least one year during which time you may be selected for appointment.

**Proof of Identity and Work Authorization** -- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States.

**Probationary Period** -- Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles. By the completion of the probationary period, an employee in this title must demonstrate competency in supervising employees.

**English Requirement** -- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you do not meet this requirement.

**Fingerprinting** -- If you are selected for appointment, you will be required to be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently $50, imposed by the State of New York).

**Background Investigation** -- The University will investigate your background thoroughly. If we discover any material misstatements of fraudulent facts about you or your qualifications, we will disqualify you. If you have been appointed, we will terminate your employment.

**Advancement Opportunities** -- These titles promote sequentially from the Custodial Supervisor to the Senior Custodial Supervisor to the Assistant Principal Custodial Supervisor to the Principal Custodial Supervisor titles.

**Notice to Retirees** -- For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including New York City.

**OTHER**

Applicants or their representatives may call the Human Resources Management Services Office at 646.674.8599 for further information regarding this exam.
## CUNY College Addresses

<table>
<thead>
<tr>
<th>Bronx Comm. College</th>
<th>Hostos Comm. College</th>
<th>Lehman College</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. 161 St. &amp; University Ave.</td>
<td>600 Grand Concourse</td>
<td>Bedford Park Blvd. West</td>
</tr>
<tr>
<td>The Bronx, NY 10453</td>
<td>The Bronx, NY 10451</td>
<td>The Bronx, NY 10468</td>
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<td>1650 Bedford Avenue</td>
<td>2001 Oriental Boulevard</td>
</tr>
<tr>
<td>Brooklyn, NY 11210</td>
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<td>Brooklyn, NY 11235</td>
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<th>Borough of Manhattan Comm. College</th>
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<tr>
<td>300 Jay Street</td>
<td>135 East 22 Street</td>
<td>199 Chambers Street</td>
</tr>
<tr>
<td>Brooklyn, NY 11201</td>
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<td>New York, NY 10007</td>
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<th>The City College</th>
<th>The Graduate School</th>
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<td>Convent Ave. &amp; 138 Street</td>
<td>365 Fifth Avenue at E. 34 Street</td>
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<tr>
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Applicants may call the CUNY Human Resources Management Services Office at 646.674.8524 for further information regarding the examination.

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Visit the CUNY website at [www.cuny.edu](http://www.cuny.edu)
General Statement of Duties and Responsibilities

Under general supervision, performs work of a highly difficult and responsible nature in the supervision of the cleaning and maintaining of college buildings and their immediate grounds; performs related work.

Examples of Typical Tasks

Is responsible for the custodial work at a college involving supervision of a large group of subordinate employees; oversees senior custodial foremen, custodial foremen, cleaners, laborers, elevator operators, watchmen and other comparable employees engaged in cleaning and maintaining college buildings, involving such tasks as sweeping, dusting, machine scrubbing, mopping, polishing, gathering and disposing of refuse, operating a heating plant, care of landscaped areas and providing elevator service.

Inspects buildings to note general condition and necessity for repairs.

Inspects work of subordinates to insure maximum efficiency, economy and quality of work.

Requisitions, stores and issues supplies.

Trains or arranges for training of new employees.

Prepares work schedules.

Maintains records and prepares required reports.

Responsible for receiving and removing equipment.

Qualification Requirements

1. Graduation from a senior high school and six (6) years of experience in the cleaning and maintaining of a large building, two (2) years of which shall have been in a supervisory capacity; or

2. A satisfactory equivalent.

Direct Lines of Promotion

From: Senior Custodial Foreman        To: None

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