DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES A PROMOTION EXAMINATION FOR:

Title: Head Custodian
(School Districts)

Number: 70018440

Salary: $48,000-65,000 – Salary varies with each school district

Date of Examination: 02/07/2026
Applications Accepted Until: 12/26/2025
Applications postmarked 12/26/2025 will be accepted.
Applications accepted until 4:30 p.m. Monday through Friday.

**Administration of an exam does not imply a vacancy exists.**

**A $15.00 fee and examination application are required for each separately numbered examination**: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

**NOTE**: When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

**VACANCY**: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all school districts under the jurisdiction of the Dutchess County Department of Human Resources.

**NOTE**: An Open Competitive examination is being given in conjunction with this Promotion examination. The Promotion eligible list will be certified FIRST.

**MINIMUM QUALIFICATIONS FOR EXAMINATION:** On or before February 7, 2026, to be eligible for the promotion examination, employees must meet the promotion qualifications listed below:
Candidates must possess one (1) year of permanent competitive class status as a Custodian and/or Bus Driver-Custodian in a school district under the jurisdiction of the Dutchess County Department of Human Resources immediately preceding February 7, 2026.

**NOTE**: According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

**DUTIES**: This is a working supervisory position which is responsible for the efficient and economical custodial and maintenance functions in school facilities or public libraries or a number of smaller buildings and related facilities. Incumbents lead and participate in the cleaning and maintenance of buildings and related equipment. The work is performed under the general supervision of a higher level employee with wide leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. Supervision is exercised over the work of subordinate custodial or maintenance personnel. **EXAMPLES OF WORK (Illustrative Only)**: Makes regular inspections of buildings and grounds to maintain proper cleaning and maintenance procedures and makes recommendations for improvements or new equipment; schedules and assigns cleaning and maintenance work of subordinate personnel; inspects and otherwise exercises control over maintenance work performed by outside contractors; checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities; directs and assists in setups of facility for functions; keeps records and makes reports of supplies used and activities carried on; may assist with the ordering of custodial supplies; leads and participates in building cleaning and maintenance activities, such as dusting, moving furniture, sweeping, strip/waxing floors, cleaning windows, removing refuse, etc.; reports any acts of vandalism or breakage to proper authorities; may operate or check the operation of heating system; trains new employees and plans for appropriate orientation; may make recommendations regarding the employment, removal and discipline of personnel; directs and participates in painting, vacuuming, snow and ice control activities.

**SUBJECT OF EXAMINATION**: A test designed to evaluate knowledge, skills and/or abilities in the following areas:
**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.
**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.
**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.
**Operation and routine maintenance of heating, ventilating and air conditioning systems**
These questions test for knowledge of basic principles, practices and techniques essential to the correct operation and maintenance of heating, ventilating and air conditioning systems, including such areas as minor cleaning; room temperature and building ventilation control; steam, hot water and hot air heating systems; boiler operation; troubleshooting air conditioning system problems, and proper maintenance of air conditioning systems.
**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.
**Test guide**:
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.

The use of calculators is **ALLOWED** for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

*****IMPORTANT SEE REVERSE IMPORTANT*****

ISSUED: 11/26/2025

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT https://dutchess-portal.mycivilservice.com/ or dutchessny.gov/jobs**

When the 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 administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

SENIORITY shall be computed from the date of original permanent appointment in the classified service.
One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year----------0 points
1 year up to 6 years----------1 point
Over 6 years up to 11 years----------2 points
Over 11 years up to 16 years----------3 points
Over 16 years up to 21 years----------4 points
Over 21 years up to 26 years----------5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

**GENERAL INFORMATION - PROMOTIONS**
The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

RETURNED CHECK FEE: A $20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.**

MULTIPLE EXAMINATIONS: If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-Filer Form,** available on the Dutchess County website www.dutchessny.gov, to the Dutchess County Department of Human Resources **no less than two (2) weeks prior to the examination date**. Failure to provide such information within this time frame may result in disqualification from one or more examinations.

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

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| WEOK/WPDH | WKIP/Q92 | WBNR/WSPK | WCZX | WGNY | WRWD/WBWZ |
| 1390AM | 1450AM | 1260AM | 97.7FM | 1220AM | 107.3FM/93.3FM |
| 101.5FM | 92.1FM | 104.7FM | | 103.1FM | |

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: 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.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements. Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held*. At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score. **If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169**.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

"HOW TO TAKE A WRITTEN TEST" and questions and answers about MUNICIPAL CIVIL SERVICE EXAMINATIONS publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.