

CUSTODIAN I
Open Competitive exam # 2356
Fee - \$35.00
Issued: April 1, 2019

*** * * EXAMINATION ANNOUNCEMENT * * ***

The Civil Service Commission of the City of Bridgeport will hold an open competitive examination for CUSTODIAN I. The exact time and location will be announced to all qualifying candidates at a later date.

APPLICATIONS: Each candidate must complete an application form supplied by the Commission and file it at the Office of the Commission. Application forms, to be accepted, should be delivered personally, or bear a postmark, not later than Wednesday, May 1, 2019.

SALARY RANGE: \$39,237 - \$40,333; appointments to be made at the minimum or entrance salary of \$39,237 a year. Advancements within the salary range may be made in accordance with the terms of the contract between the City of Bridgeport and N.A.G.E., Local RI-200.

DUTIES: Custodian work of ordinary difficulty and responsibility, involving independent activity in the cleaning, care and minor maintenance of a school, library, City Hall, or similar City buildings; related work as required; performed under general supervision.

Typical Tasks or Assignments: Does custodial work involving heating and the cleaning and care of floors, walls, ceilings, windows, furniture, and of all equipment and facilities; without complete custodian responsibility, works under supervision in a high school or very large building; assists in cleaning and servicing boilers and ventilating systems; gathers and disposes of refuse; cleans walks; shovels snow; trims hedges; cuts grass; shifts furniture and arranges rooms for various uses; does simple painting, carpentry and the like; does a wide variety of minor maintenance at the handyman level; guards against fire hazards, vandalism, and trespassing.

REQUIREMENTS: High school diploma or G.E.D. required; minimum age, 18th birthday on or before the date of the exam; ability to speak, read and write the English language and understand orders and instructions given in English; either (1) some satisfactory experience in building cleaning, minor maintenance, or allied work, or (2) a satisfactory equivalent combination of experience and education; considerable knowledge of cleaning methods, materials and equipment; working knowledge of the factors of fire and health safety involved in the care of buildings; working knowledge of simple repair and maintenance methods; mechanical ability; thoroughness; reliability; good physical condition; good health and good moral character and habits. Candidates who pass the written exam and are ranked on the employment list will be notified to appear at a later date for a pass/fail interview with the hiring department and successful candidates will be subject to the following qualifying examinations: a medical examination which will include a test for prohibited substances, and will also be subjected to a thorough background investigation (including fingerprinting) in accordance with the City of Bridgeport and Board of Education hiring requirements. Candidates can be disapproved for habits and conduct, medical reasons and/or an unsatisfactory driving record.

SUBJECTS OF EXAMINATION: Written examination on the knowledge and skills involved in performing the duties; including tests of mechanical aptitude, relative weight, 100%. An interview with hiring department will be required. Candidates will be required to attain at least 75% in each announced subject of examination. Candidates standing highest on the resulting employment list will be notified to appear for a qualifying interview. No person will be eligible for employment that has not qualified in the medical examination and controlled substance testing.

Special Accommodations: The Civil Service Commission will provide reasonable accommodations for persons with a disability to take a test. If you need a special accommodation for an exam, you must request it in writing, stating what the disability is, and provide proof of the disability at least 14 days before the examination date.

FEE: All candidates filing an application must submit, with the application, an administrative filing fee. The amount of the fee is \$35.

Payments must be made by money order or certified bank check only, made out to the City of Bridgeport. **PERSONAL CHECKS OR CASH WILL NOT BE ACCEPTED.** Retain your money order receipt or a photocopy of the certified check as proof of filing. **ON THE FRONT OF THE MONEY ORDER, OR CERTIFIED CHECK, INDICATE:**

Your Full Name
The Exam Number
The last 4 digits of your SSN

Fee Waiver: A filing fee is not charged if you are a resident of the city of Bridgeport AND you are either receiving Public Assistance from the State of Connecticut, or your income falls below the Federal Poverty Level. A written request for a waiver must be made to the Personnel Director, Civil Service Office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut. To have the fee waived, you must submit either a copy of your current benefit letter from the State of Connecticut – Department of Social Services, or your W-2 statement of earnings for the year. YOU MUST INDICATE YOUR SOCIAL SECURITY NUMBER AND EXAM NUMBER ON THE FRONT OF THE LETTER COPY, OR THE PHOTOCOPY OF YOUR W-2 STATEMENT OF EARNINGS. A copy of the Federal Poverty Level Guidelines is available at the Civil Service Office.

RULE XV – RESIDENT PREFERENCE:

An individual domiciled in the City of Bridgeport who receives a passing mark on an open competitive examination shall have 15% added to their passing grade in determining his or her order or rank on the eligibility list, said points shall be in addition to any applicable Veterans' Preference Points. To obtain such credit, an applicant shall have filed proof of domicile on or before the date of examination. To be eligible to obtain said credit, such proof must show that the individual was domiciled in the City of Bridgeport as of the date of the announcement of the examination through date of certification for hire. Domiciled is defined to be that place where an individual has his/her true, fixed and permanent home and to which whenever the individual is absent, he/she has the intention of returning. Any individual who falsely reports their domicile as the City of Bridgeport, CT, who is domiciled outside the City of Bridgeport, CT, will not receive the Preference Points, will be prohibited from competing in any future Civil Service Examinations and will be subject to the penalties set forth in Section 221 of the City Charter. In order to qualify for residence points, a candidate must complete a Request for Residency Points Form (Form RPI). Such form must be notarized by a Civil Service staff member.

VETERAN PREFERENCE POINTS: Veteran's preference points will be awarded for this examination to eligible candidates in accordance with applicable laws and the Bridgeport City Charter. To apply for veteran preference points, candidates must provide a copy of their DD-214 (Member 4 copy) and complete Civil Service Form 2015, which can be obtained from the Bridgeport Civil Service Office.

EXAMINATION REVIEW PROCEDURE: Each candidate will have an opportunity to review his or her examination papers during the one-month period after the date of the announced results. The examination papers will be open for inspection during the hours of 9:00 A.M. through 1:00 P.M., Monday through Friday. Every inspection period will be monitored by the staff of the Civil Service Office, and no candidate will be allowed to copy examination questions or take any written material from the review room. The time allowed for review will be equal to the time allowed for taking the test. No candidate will be allowed more than two visits to review his or her papers.

CIVIL SERVICE COMMISSION, 45 Lyon Terrace, Room 106
Bridgeport, Connecticut 06604
O.C. #2356 – CUSTODIAN I
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