

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF FIELD OPERATIONS**

March 31, 2023

OFFICE OF BUILDING SERVICES CIRCULAR NO. 5 – 2022/23

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS

VACANCIES

The Department of Education’s Division of School Facilities declares the following assignments vacant and will now accept applications for voluntary transfer for the positions of Custodian Engineer level I and Custodian Engineer level II. The assignments listed are offered at this time to Custodian Engineers who meet the following requirement:

- In the first assignment from a civil service list with a minimum of one (1) year of service, or must have two (2) years of service in the present assignment as of March 1, 2023.

All applications must be submitted via U.S. Mail and postmarked no later than April 18, 2023. Hand-delivered applications will not be accepted. Under no circumstances will withdrawals be considered.

Note: The Division of School Facilities reserves the right to modify or revise the vacancy list prior to officially assigning custodian engineers.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR TRANSFER

1. Fill in Items 1-12. If you have additional choices, you must place an “X” in Item 13. Sign and date item 14. If you include building choices on page 2 of the application, you must also sign and date item 15.
2. Custodian Engineers must provide a current copy of the applicable license required for the assignment they are applying for, i.e., stationary engineer and/or refrigeration. All level II assignments require a current copy of your stationary engineer or refrigeration license if level 1R is applying. Failure to attach the required licenses will preclude the applicant from consideration for the assignment.
3. Code Borough as follows: M – Manhattan, K – Brooklyn, X – the Bronx, Q – Queens or R - Richmond (Staten Island).
4. Code school as a 3-digit number. Use leading zeros, if necessary, e.g., 015 for P.S. 15 in Queens or 119 for P.S. 119 in Brooklyn. Building ID for your present assignment can be found in Galaxy.
5. Applications for transfer must be on the enclosed *Application for Transfer* form and placed in a plain envelope, sealed, and marked “APPLICATION FOR TRANSFER.” No other correspondence is to be placed in the envelope. Applications are to be addressed to the Director of Field Operations, Division of School Facilities, 44-36 Vernon Boulevard, 5th Floor, Long Island City, New York 11101.

Any *Application for Transfer* that is filled out improperly or not signed will be disqualified.

Additionally, all building-specific certifications must be attained as soon as practical. Examples include but are not limited to, FDNY Certificates of Fitness for Fire Safety Director and the Department of Health and Mental Hygiene Swimming Pool Certification.

Custodian Engineers will be eligible for advancement based on minimum years of experience. Each year of employment in the title will be considered toward the experience requirements, except for years when a Custodian Engineer receives a less than satisfactory rating.

Experience requirements are as follows:

CUSTODIAN ENGINEER LEVEL I		CUSTODIAN ENGINEER LEVEL I WITH REFRIGERATION LICENSE		CUSTODIAN ENGINEER LEVEL II	
Years of Employment	Building Size	Years of Employment	Building Size	Years of Employment	Building Size
1 to 5	1 MSF to 50 MSF	1 to 5	0 MSF to 100 MSF	1 to 5	76 MSF to 100 MSF
5+ to 10	51 MSF to 75 MSF	5+ to 10	101 MSF to 130 MSF	5+ to 10	101 MSF to 130 MSF
10+ to 15	76 MSF to 94 MSF	10+ to 15	131 MSF to 200 MSF	10+ to 15	131 MSF to 200 MSF
15+	95 MSF to 100 MSF	15+	201 MSF +	15+	201 MSF +

- When an assignment within a given seniority bracket is not awarded to an applicant with the required years of seniority, the assignment will be awarded to the applicant with the most years of seniority in the next lower seniority bracket who applied for it. Provided the applicant meets all of the qualifications for that assignment.

The Division of School Facilities creates annual building allocations. A detailed breakdown of a building’s allocation is available upon request. Qualified applicants are to contact their Deputy Director of Facilities regarding building allocations. All allocations are subject to change for good and sufficient reasons such as physical change, unused space, or to correct any errors.

Transportation claims resulting from vacancy lists is not an allowable expense.