

NEW YORK CITY DEPARTMENT OF EDUCATION

DIVISION OF SCHOOL FACILITIES OFFICE OF BUILDING SERVICES

September 21, 2006

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2006/07

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

At this time, the Department of Education (Division of School Facilities) declares the following assignments vacant and will accept applications for voluntary transfer for the position of Custodian Engineer Level I and Custodian Engineer Level II. Applications must be postmarked no later than **SEPTEMBER 29, 2006**.

ALL APPLICATIONS **MUST** BE MAILED. HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED.

NOTE: YOU **MUST** PROVIDE A CURRENT COPY OF THE APPLICABLE LICENSE REQUIRED FOR THE BUILDING YOU ARE APPLYING FOR; I.E., STATIONARY ENGINEER AND/OR REFRIGERATION. (ALL LEVEL II ASSIGNMENTS REQUIRE A CURRENT COPY OF YOUR STATIONARY ENGINEER LICENSE, OR REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING.)

FAILURE TO ATTACH REQUIRED LICENSE(S) WILL PRECLUDE YOU FROM CONSIDERATION FOR ASSIGNMENT.

UNDER NO CIRCUMSTANCES WILL WITHDRAWALS BE CONSIDERED

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 Executive Director, Division of School Facilities, 44-36 Vernon Boulevard, 5th Floor, Long Island City, New York 11101.

Custodian Engineers will be eligible for advancement based upon minimum years of experience. Each year of employment in title will be considered toward the experience requirements except for years where 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 - 5	1 M Sq Ft – 50 M Sq Ft	1 - 5	0 M Sq Ft – 100 M Sq Ft	1 - 5	76 M Sq Ft – 100 M Sq Ft
5+ - 10	51 M Sq Ft – 75 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft	5+ - 10	101 M Sq Ft – 130 M Sq Ft
10+ - 15	76 M Sq Ft – 94 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft	10+ - 15	131 M Sq Ft – 200 M Sq Ft
15+	95 M Sq Ft – 100 M Sq Ft	15+	201 M Sq Ft+	15+	201 M Sq Ft+

NOTE: If any school on this transfer list within a given seniority bracket is not filled by a Custodian Engineer with the required number of years seniority, the Custodian Engineer who is in the next lower seniority bracket who BIDS for that school would be assigned to the school provided the Custodian Engineer meets all of the qualifications for that assignment. The schools listed are offered at this time to Custodian Engineers who meet the following requirement:

In first assignment from a civil service list with a minimum one (1) year of service or you must have two (2) years of service in present assignment as of **SEPTEMBER 1, 2006**.

RECOMMENDATION: TO EXPEDITE THE REVIEW PROCESS IT IS REQUESTED THAT YOU ATTACH A COPY OF YOUR SPRING 2006 PRINCIPAL'S RATING WITH YOUR "APPLICATION FOR TRANSFER".

Basic allowances are from the Department of Education IBM records. Details of breakdown are on file at all buildings. Qualified applicants are authorized to ask present Custodian Engineer to see the "Calculation for Custodial Allowance, etc." on file at the school. Allowances as shown are subject to change for good and sufficient reasons such as physical change, unused space, or to correct any substantial errors which may be discovered.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRANSFER

NOTE: Any Application For Transfer that is filled out improperly, **OR IS NOT SIGNED**, will be disqualified.

- Fill in Items 1-11, place an "X" in Item 12 if you have additional requests, sign and date Item 13.
- Code Borough as follows: M - Manhattan K - Brooklyn
X - Bronx Q - Queens R - Richmond (Staten Island)
- Code school as a 3-digit number. Use leading zeros, if necessary.
- The IBM designation for your present assignment is located in the top center part of your building calculation form (IBM Card).
- Use the IBM designation listed below for your choices.
- On High School and Annex choices, use the IBM designation.
Examples: a) Richmond Hill HS Queens should be listed as Q-475.
b) PS 282 Annex Brooklyn should be listed as K-902.

TRANSPORTATION CLAIMS RESULTING FROM VACANCY LISTS WILL NOT BE AN ALLOWABLE EXPENSE.

CUSTODIAN ENGINEERS (LEVEL II)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M057*	91		\$ 245,390.98	\$ 77,201.60
M064	134		411,191.04	83,160.28
M096*	79		234,062.83	75,491.44
M098	98		268,140.68	77,716.00
M142*/**	87	Refrig. License	256,231.60	76,691.26
M158	106		274,188.73	79,741.27
M161	95		254,215.36	77,716.00
M195**	155	Refrig. License	345,057.15	86,273.63
M198*	91		241,977.10	77,201.60
M440 HS Humanities	252		493,992.13	97,008.69
M832*/** Manhattan Coalition HS	79	Refrig. License	239,511.89	75,491.44

X039*	84		\$ 268,568.02	\$ 76,182.25
X092*	87		254,315.99	76,691.26
X070	127		309,054.65	82,757.65
X079/896 (M)	110/11		332,911.72	83,856.30
X125	146		341,233.28	84,364.16
X131	154		324,571.79	85,169.42
X135	136		314,622.31	83,562.91
X148	157		340,813.52	86,273.63
X181**	137	Refrig. License	346,542.88	83,562.91
X401 Bronx Regional HS	162		394,993.48	86,673.55
X425 Evander Childs HS	323	High Pressure	833,797.31	99,008.35
X470 South Bronx HS	115		437,181.64	81,276.40

K011*	83		\$ 229,514.37	\$ 76,182.25
K023	98		291,827.17	77,716.00
K102	97		284,054.01	77,716.00
K145	112		265,501.07	80,766.07
K189	99		286,829.29	78,223.68
K212*	80		243,176.87	75,491.44
K224**	101	Refrig. License	261,756.28	79,228.24
K232	122		306,955.57	81,786.76
K250*	85		243,086.16	76,182.25
K258	142		315,547.41	83,962.87
K274**	103	Refrig. License	264,997.37	79,741.27
K292	163		343,590.87	87,076.19
K425 James Madison HS	253	High Pressure	656,570.03	97,008.69
K455** Boys & Girls HS	384	Refrig. License	899,079.48	99,008.35
K625** Paul Robeson HS	146	Refrig. License	333,767.55	84,364.16
K880** Middle College HS	105	Refrig. License	270,315.02	79,741.27
Q017*	92		\$ 326,568.92	\$ 77,201.60
Q053	164		457,952.08	87,076.19
Q081/848* (M)	69/15		280,344.17	77,385.92
Q137**	155	Refrig. License	358,623.39	86,273.63
Q150/879** (M)	87/9	Refrig. License	286,136.25	80,297.26
Q153	117		301,883.17	81,276.40
Q157	160		349,226.80	86,673.55
Q175*	82		225,234.07	75,491.44

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
Q185/462 (M)	127/3		\$ 370,433.43	\$ 86,363.65
Q217	137		312,025.51	83,562.91
Q219	96		274,993.45	77,716.00
Q223**	102	Refrig. License	287,537.71	79,228.24
Q515** Townsend Harris HS	156	Refrig. License	364,354.95	86,273.63

R057**	113	Refrig. License	\$ 275,879.22	\$ 80,766.07
R072**	174	Refrig. License	392,381.25	87,880.09
R445** Port Richmond HS	236	Refrig. License / CAP	610,892.99	92,394.60

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
M034	55		\$ 185,800.91	\$ 72,273.06
M057*	91		245,390.98	77,201.60
M096*	79		234,062.83	75,491.44
M102	69		208,998.26	73,779.92
M133	68		206,315.44	73,779.92
M142*/**	87	Refrig. License	256,231.60	76,691.26
M187	67		233,795.68	73,779.92
M194	75		228,658.13	74,791.19
M198*	91		241,977.10	77,201.60
M495/107 (M) Park East HS/PS 107	46/15		238,864.88	74,579.62
M832*/** Manhattan Coalition HS	79	Refrig. License	239,511.89	75,491.44

X039*	84		\$ 268,568.02	\$ 76,182.25
X092*	87		254,315.99	76,691.26

K011*	83		\$ 229,514.37	\$ 76,182.25
K154	44		169,149.88	70,973.62
K185	54		185,954.31	71,839.48
K212*	80		243,176.87	75,491.44
K241	74		241,737.70	74,220.24
K247	55		189,168.93	72,273.06
K250*	85		243,086.16	76,182.25
K376**	75	Refrig. License	219,902.49	74,791.19
K729 Saint Thomas Aquinas	30		139,139.84	69,672.79
K735 Holy Innocents	45		157,643.04	70,973.62
K849 PS 139 Annex	45		181,593.21	70,973.62
K852 PS 152 Annex	31		162,307.17	69,672.79
K855 IS 235 Annex	46		203,628.93	70,973.62
K864 PS 361	63		264,401.30	73,347.64
Q017*	92		326,568.92	77,201.60
Q024	66		222,397.74	73,347.64

CUSTODIAN ENGINEERS (LEVEL I)

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
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Q081/848* (M)	69/15		\$ 280,344.17	\$ 77,385.92
Q087	64		231,571.33	73,347.64
Q104	69		233,743.59	73,779.92
Q175*	82		225,234.07	75,491.44
Q206**	66	Refrig. License	210,727.51	73,347.64

R040	48		\$ 227,092.58	\$ 71,407.21
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NEW BUILDINGS

BATHGATE HS (X970)
1595 BATHGATE AVENUE
BRONX, NEW YORK 10457
FLOOR AREA: 135,000 SQ. FT. (DISTRICT #9)

HS FOR CONSTRUCTION TRADES & ENGINEERING (Q650)**
94-06 104TH STREET
OZONE PARK, NEW YORK 11416
FLOOR AREA: 137,000 SQ. FT. (DISTRICT #27)

*** PREFERENCE WILL BE GIVEN TO:**

1. CUSTODIAN ENGINEER (LEVEL II)
2. CUSTODIAN ENGINEER (LEVEL I)

**** REFRIGERATION LICENSE REQUIRED**

(M) MERGED BUILDINGS

James F. Lonergan
Executive Director
Division of School Facilities

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES**

APPLICATION FOR TRANSFER

1. Refrigeration License RQ Number: _____
2. Stationary Engineers License Number: _____
3. Social Security Number: - -
4. Print Last Name: _____
5. Print First Name: _____
6. Title: _____
7. Present Assignment: _____
8. Date Assigned at Present School: _____
9. Appointment Date in Title: _____
10. List Number: _____
11. List in order of preference the first twelve (12) schools you wish to transfer to.

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #1	(_____)	(_____)
CHOICE #2	(_____)	(_____)
CHOICE #3	(_____)	(_____)
CHOICE #4	(_____)	(_____)
CHOICE #5	(_____)	(_____)
CHOICE #6	(_____)	(_____)
CHOICE #7	(_____)	(_____)
CHOICE #8	(_____)	(_____)
CHOICE #9	(_____)	(_____)
CHOICE #10	(_____)	(_____)
CHOICE #11	(_____)	(_____)
CHOICE #12	(_____)	(_____)

12. Place an "X" in the box at the right if you have additional choices of schools and list them on the back of this sheet from choice #13 showing borough and school number. _____

13. _____
Signature Date

APPLICATION FOR TRANSFER

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #13	(_____)	(_____)
CHOICE #14	(_____)	(_____)
CHOICE #15	(_____)	(_____)
CHOICE #16	(_____)	(_____)
CHOICE #17	(_____)	(_____)
CHOICE #18	(_____)	(_____)
CHOICE #19	(_____)	(_____)
CHOICE #20	(_____)	(_____)
CHOICE #21	(_____)	(_____)
CHOICE #22	(_____)	(_____)
CHOICE #23	(_____)	(_____)
CHOICE #24	(_____)	(_____)
CHOICE #25	(_____)	(_____)
CHOICE #26	(_____)	(_____)
CHOICE #27	(_____)	(_____)
CHOICE #28	(_____)	(_____)
CHOICE #29	(_____)	(_____)
CHOICE #30	(_____)	(_____)

Signature

Date

Present Assignment