

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

October 29, 2021

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 – 2021/22

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 one (1) year of service, or must have two (2) years of service in the present assignment as of September 1, 2021.

All applications must be submitted via U.S. Mail and postmarked no later than November 15, 2021. 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 Executive Director, 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 within 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 upon 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.

CUSTODIAN ENGINEER (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2022 Building Allocation	Pension Salary
K061/K161	(Merged)	140/78		\$ 568,898.00	\$ 146,161.13
K084		95		\$ 231,272.00	\$ 114,728.28
K099/K672*	(Merged)	79/8		\$ 343,590.00	\$ 122,087.83
K142/K029	(Merged)	138/78		\$ 594,024.00	\$ 146,161.13
K180/K048	(Merged)	121/60		\$ 675,639.00	\$ 136,397.57
K188*		86		\$ 244,796.00	\$ 112,464.10
K203/K995	(Merged)	93/24		\$ 430,382.00	\$ 124,612.46
K246/K399**	(Merged)	147/32	Refrigeration License	\$ 485,288.00	\$ 136,397.57
K257*		89		\$ 233,945.00	\$ 113,215.51
K259/K780	(Merged)	128/29		\$ 404,842.00	\$ 132,814.58
K265		139		\$ 304,597.00	\$ 123,950.24
K286*/**		86	Refrigeration License	\$ 374,560.00	\$ 112,464.10
K293/K107	(Merged)	158/47		\$ 493,001.00	\$ 143,209.12
K304/K309	(Merged)	91/89		\$ 473,647.00	\$ 145,014.14
K328*		90		\$ 289,791.00	\$ 113,215.51
K485**	Telecom Arts & Tech	152	Refrigeration License	\$ 375,516.00	\$ 125,731.40
K500	Canarsie HS	248		\$ 649,253.00	\$ 142,614.72
K505/K121	(Merged) Franklin D. Roosevelt HS	283/35		\$ 847,653.00	\$ 156,804.69
K515	South Shore HS	407		\$ 930,705.00	\$ 146,161.13
K620/K787	(Merged) William Grady HS	200/13		\$ 606,389.00	\$ 144,968.65

M006*		76		\$ 190,950.00	\$ 110,410.55
M047**	School for the Deaf	118	Refrigeration License	\$ 259,340.00	\$ 119,984.33
M057/M107	(Merged)	91/15		\$ 312,224.00	\$ 124,612.46
M064/M034	(Merged)	134/55		\$ 477,303.00	\$ 136,397.57
M089/M453**	(Merged)	95/4	Refrigeration License	\$ 410,698.00	\$ 125,371.84
M132/M528	(Merged)	81/21		\$ 356,380.00	\$ 122,087.83
M189		112		\$ 249,781.00	\$ 119,230.95
M197*		84		\$ 212,317.00	\$ 112,464.10
M234**		101	Refrigeration License	\$ 267,686.00	\$ 116,960.74

CUSTODIAN ENGINEER (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2022 Building Allocation	Pension Salary
M445	Seward Park HS	218		\$ 643,979.00	\$ 136,397.57
M470/M009**	(Merged) Louis Brandeis HS	232/88	Refrigeration License	\$ 830,300.00	\$ 147,041.13
M480/M183	(Merged) Julia Richman HS	287/49		\$ 769,738.00	\$ 156,804.69
M501/M484	(Merged) Arthur Schomburg HS	170/21		\$ 511,691.00	\$ 139,780.21
M506*/**	West Side HS	85	Refrigeration License	\$ 263,675.00	\$ 112,464.10
M834**	HS for Environmental Studies	186	Refrigeration License	\$ 422,282.00	\$ 132,549.90

Q010*		93		\$ 251,497.00	\$ 113,968.90
Q020/Q242**	(Merged)	140/35	Refrigeration License	\$ 479,902.00	\$ 136,397.57
Q049		95		\$ 235,137.00	\$ 114,728.28
Q116*		80		\$ 278,723.00	\$ 111,444.27
Q123/Q781	(Merged)	77/24		\$ 375,228.00	\$ 121,493.20
Q127*		93		\$ 222,614.00	\$ 113,968.90
Q152/Q891	(Merged)	107/70		\$ 549,840.00	\$ 142,614.72
Q154*		76		\$ 235,468.00	\$ 110,410.55
Q221*		79		\$ 268,452.00	\$ 111,444.27
Q237		154		\$ 319,838.00	\$ 125,731.40
Q263/Q387**	(Merged)	89/18	Refrigeration License	\$ 328,519.00	\$ 123,859.07
Q430	Francis Lewis HS	260		\$ 623,410.00	\$ 143,801.51
Q445/Q798**	(Merged) William C. Bryant HS	268/37	Refrigeration License (Child Building)	\$ 826,394.00	\$ 155,657.70

R050*		83		\$ 220,491.00	\$ 112,464.10
R057/R470**	(Merged)	113/27	Refrigeration License	\$ 445,325.00	\$ 129,874.51
R435/R011	(Merged) New Dorp HS	320/39		\$ 1,138,897.00	\$ 156,804.69
R445/R021**	(Merged) Port Richmond HS	236/35	Refrigeration License	\$ 860,271.00	\$ 147,041.13
R825/R826	(Merged) Mount Loretto/PS 25	75/21		\$ 338,178.00	\$ 121,054.11

X046/X056	(Merged)	154/80		\$ 595,428.00	\$ 146,161.13
X125		146		\$ 345,760.00	\$ 124,542.66

CUSTODIAN ENGINEER (LEVEL II)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2022 Building Allocation	Pension Salary
X132		98		\$ 286,018.00	\$ 114,728.28
X279/X059**	(Merged)	97/55	Refrigeration License	\$ 444,720.00	\$ 136,397.57
X475/X779	(Merged) John F. Kennedy HS	416/34		\$ 1,299,818.00	\$ 156,804.69

CUSTODIAN ENGINEER (LEVEL I)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2022 Building Allowance	Pension Salary
K073		75		\$ 238,545.00	\$ 110,410.55
K099/K672*	(Merged)	79/8		\$ 343,590.00	\$ 122,087.83
K116		50		\$ 144,173.00	\$ 105,414.94
K119		52		\$ 189,707.00	\$ 106,053.06
K165		62		\$ 186,858.00	\$ 107,333.26
K188*		86		\$ 244,796.00	\$ 112,464.10
K198		64		\$ 250,598.00	\$ 108,279.49
K257*		89		\$ 233,945.00	\$ 113,215.51
K286*/**		86	Refrigeration License	\$ 374,560.00	\$ 112,464.10
K328*		90		\$ 289,791.00	\$ 113,215.51
K814	Cypress Hill Community School	40		\$ 128,969.00	\$ 104,132.77

M006*		76		\$ 190,950.00	\$ 110,410.55
M066**		58	Refrigeration License	\$ 200,385.00	\$ 106,693.15
M097		71		\$ 245,849.00	\$ 109,567.67
M121		71		\$ 194,561.00	\$ 109,567.67
M163		73		\$ 203,284.00	\$ 109,567.67
M197*		84		\$ 212,317.00	\$ 112,464.10
M506*/**	West Side HS	85	Refrigeration License	\$ 263,675.00	\$ 112,464.10
M660	School of the Future	75		\$ 240,257.00	\$ 110,410.55

CUSTODIAN ENGINEER (LEVEL I)

Building ID	Building Name	Floor Area M Sq. Ft.	Qualifications	FY 2022 Building Allocation	Pension Salary
M841**	PS 811 (Old 48/Livingston HS)	65	Refrigeration License	\$ 200,563.00	\$ 108,279.49
M877/M871**	(Merged) NY Harbor School	52/9	Refrigeration License	\$ 246,634.00	\$ 116,696.62

Q010*		93		\$ 251,497.00	\$ 113,968.90
Q034		61		\$ 208,129.00	\$ 107,333.26
Q084		49		\$ 192,231.00	\$ 105,414.94
Q116*		80		\$ 278,723.00	\$ 111,444.27
Q127*		93		\$ 222,614.00	\$ 113,968.90
Q130		64		\$ 222,198.00	\$ 108,279.49
Q154*		76		\$ 235,468.00	\$ 110,410.55
Q199		70		\$ 252,136.00	\$ 108,917.63
Q220		64		\$ 183,452.00	\$ 108,279.49
Q221*		79		\$ 268,452.00	\$ 111,444.27
Q499**	The Queens College	72	Refrigeration License	\$ 216,984.00	\$ 109,567.67
Q884	PS 60 & PS 62 Annex	50		\$ 147,460.00	\$ 105,414.94

R029		62		\$ 222,905.00	\$ 107,333.26
R050*		83		\$ 220,491.00	\$ 112,464.10

X036		71		\$ 276,017.00	\$ 109,567.67
X107		74		\$ 272,222.00	\$ 109,567.67
X173**		38	Refrigeration License	\$ 183,462.00	\$ 103,496.59
X392		67		\$ 161,540.00	\$ 108,917.63
X876**	Bronx Leadership Academy	48	Refrigeration License	\$ 155,409.00	\$ 105,414.94

* PREFERENCE WILL BE GIVEN TO

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

** REFRIGERATION LICENSE REQUIRED

- (M) MERGED BUILDINGS
- (C) CAP BUILDINGS
- (HP) HIGH PRESSURE BUILDINGS

John Shea
Chief Executive Officer
Division of School Facilities

NEW YORK CITY DEPARTMENT OF EDUCATION
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APPLICATION FOR TRANSFER

1. Refrigeration License RQ Number: _____

2. Stationary Engineers License Number: _____

3. DSF Approved Educational Equivalent for Stationary Engineer's License? (Circle One) Yes No

4. Social Security Number: (Last 4 Digits Only) XXX - XX -

5. Print Last Name: _____

6. Print First Name: _____

7. Title: _____

8. Present Assignment: _____

9. Date Assigned at Present School: _____

10. Appointment Date in Title: _____

11. List Number: _____

12. 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	(_____)	(_____)

13. 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. (_____)

14. _____
 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	(_____)	(_____)

15. _____
Signature

Date