

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

April 20, 2017

OFFICE OF BUILDING SERVICES CIRCULAR NO. 6 – 2016/17

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 **APRIL 28, 2017**.

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

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 APPROVED EDUCATIONAL EQUIVALENT, OR REFRIGERATION LICENSE IF LEVEL 1R IS APPLYING).

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

Additionally, you must attain all building specific required certifications within a reasonable timeline (as soon as practical). Examples include, but are not limited to FDNY Certificates of Fitness, including Fire Safety Director and the Department of Health and Mental Hygiene Swimming Pool Certification.

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	
<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>	<u>Years of Employment</u>	<u>Building Size</u>
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 applies 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 **MARCH 1, 2017**.

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 1-12. 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.
- 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 Q475.
b) PS 282 Annex Brooklyn should be listed as K902.

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

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M020/015 (Merged)	92/60		\$ 361,777.62	\$ 126,971.41
M046*	94		180,940.15	106,092.74
M076*	88		197,979.21	105,391.41
M084*	89		197,995.16	105,391.41
M089/453 (Merged)	95/4		290,709.02	116,707.64
M093/380* (Merged)	75/15		222,884.51	112,688.29
M134*	87		156,788.03	105,391.41
M145*	78		188,907.25	102,780.29
M165	120		282,006.69	112,393.80
M173	114		270,983.23	110,991.13
M180*	83		203,310.03	104,691.93
M185	135		304,388.71	114,834.65
M189	112		221,556.36	110,991.13
M501 Arthur Schomburg HS	170		386,931.64	120,212.27
M620/116 (Merged) Norman Thomas HS	261/62		886,448.37	143,771.68
M645* Old Manhattan Voc. Tech HS	85		206,494.12	104,691.93
M873/920*/** (Merged) Man Vill Academy	53/24	Refrig. License	311,734.77	108,877.81

X009/209** (Merged)	110/21	Refrig. License	\$ 360,146.91	\$ 121,600.45
X028*	82		229,486.34	103,742.58
X033*	80		203,198.79	103,742.58
X039*	84		244,770.41	104,691.93
X074/988** (Merged)	139/25	Refrig. License	410,645.79	125,292.28
X084/044** (Merged)	176/72	Refrig. License	649,513.87	136,060.23
X086/886 (Merged)	128/12		430,318.48	123,636.02
X094	113		260,931.20	110,991.13
X099*	77		206,889.87	102,780.29
X138*	84		232,656.32	104,694.93
X140*	93		217,924.11	106,092.74
X181**	137	Refrig. License	324,693.69	114,834.65
X400** Morris HS	186	Refrig. License	501,639.80	123,389.64
X410/088 (Merged) William H. Taft HS	281/23		720,180.38	145,968.23

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
X425 Evander Childs HS	323	High Pressure	\$ 899,501.68	\$ 136,060.23
X660/864 (Merged) Grace Dodge HS	139/21		429,773.60	125,292.28

K009/813 (Merged)	116/14		\$ 360,762.91	\$ 118,628.05
K017*	76		207,487.04	102,780.29
K041*	91		219,062.10	106,092.74
K095*	89		249,054.65	105,391.41
K123/799 (Merged)	86/21		272,659.49	114,599.93
K139*	90		248,604.05	105,391.41
K149/932 (Merged)	93/20		322,769.01	116,000.74
K157/853 (Merged)	102/11		271,372.32	118,785.81
K177*	90		223,585.59	105,391.41
K233**	96	Refrig. License	232,336.75	106,799.64
K259/780 (Merged)	128/29		348,630.41	123,636.02
K282*	87		199,057.81	105,391.41
K297*	79		187,439.48	103,742.58
K302/065 (Merged)	175/23		527,300.70	131,228.74
K306/843 (Merged)	94/8		277,397.03	116,000.74
K316*	83		206,522.15	104,691.93
K321/908 (Merged)	91/40		377,149.44	120,767.43
K391/397** (Merged)	164/32	Refrig. License	409,420.83	129,570.69
K405/849 (Merged) Midwood HS	260/45		746,068.29	143,771.68
K490 Fort Hamilton HS	286		565,503.03	136,060.23
K505/121 (Merged) Franklin Roosevelt	283/35		740,566.43	145,968.23

Q008	156		\$ 284,958.26	\$ 118,559.80
Q012/378 (Merged)	88/12		298,347.09	115,299.41
Q021	104		233,051.62	109,582.83
Q060/066 (Merged)	87/33		329,022.50	117,042.35
Q090*	80		190,229.09	103,742.58
Q148	98		235,343.03	106,799.64
Q150/797** (Merged)	87/21	Refrig. License	282,531.42	115,299.41
Q151*	80		265,650.22	103,742.58

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
Q168/707 (Merged)	121/43		\$ 450,485.51	\$ 126,971.41
Q198/106 (Merged)	116/26		335,633.26	121,600.45
Q420/038 (Merged) Springfield Gardens	260/35		798,210.09	143,771.68
Q485/488 (Merged) Grover Cleveland	256/7		773,521.26	143,220.22

R075**	185	Refrig. License	\$ 367,556.27	\$ 123,389.64
R825/826 (Merged) Mount Loretto	75/21		298,879.16	112,688.29

CUSTODIAN ENGINEERS (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M004**	70	Refrig. License	\$ 170,433.19	\$ 101,390.55
M046*	94		180,940.15	106,092.74
M076*	88		197,979.21	105,391.41
M084*	89		197,995.16	105,391.41
M093/380* (Merged)	75/15		222,884.51	112,688.29
M134*	87		156,788.03	105,391.41
M145*	78		188,907.25	102,780.29
M178**	62	Refrig. License	151,899.43	99,915.68
M180*	83		203,310.03	104,691.93
M495/107 (Merged) Park East HS	46/15		211,962.88	107,442.07
M645* Old Manhattan Voc. Tech HS	85		206,494.12	104,691.93
M827 Manhattan Learning Center	54		136,125.82	98,723.95
M844 PS 138 Annex	69		267,457.02	101,390.55
M873/920*/** (Merged) Man Vill Academy	53/24	Refrig. License	311,734.77	108,877.81

CUSTODIAN ENGINEERS (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary	
X019	36		\$ 113,129.07	\$ 96,344.15	
X028*	82		229,486.34	103,742.58	
X033*	80		203,198.79	103,742.58	
X039*	84		244,770.41	104,691.93	
X081	62		175,524.40	99,915.68	
X099*	77		206,889.87	102,780.29	
X107	74		216,774.51	101,995.67	
X138*	84		232,656.32	104,694.93	
X140*	93		217,924.11	106,092.74	
X876**	Bronx Leadership Academy	48	Refrig. License	155,385.05	98,129.92

K017*	76		\$ 207,487.04	\$ 102,780.29
K041*	91		219,062.10	106,092.74
K073	75		207,783.60	102,780.29
K095*	89		249,054.65	105,391.41
K108	65		196,058.00	100,796.51
K139*	90		248,604.05	105,391.41
K172	47		161,887.66	98,129.92
K177*	90		223,585.59	105,391.41
K195	47		145,048.49	98,129.92
K282*	87		199,057.81	105,391.41
K297*	79		187,439.48	103,742.58
K316*	83		206,522.15	104,691.93

Q024	66		\$ 190,816.31	\$ 100,796.51
Q034	61		193,708.36	99,915.68
Q046	62		155,908.73	99,915.68
Q084	49		137,239.44	98,129.92
Q090*	80		190,229.09	103,742.58
Q151*	80		265,650.22	103,742.58
Q184	57		167,161.51	99,319.79
Q191	73		215,778.80	101,995.67
Q199	70		189,005.71	101,390.55

CUSTODIAN ENGINEERS (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
Q201	73		\$ 212,598.21	\$ 101,995.67
Q225	70		200,828.11	101,390.55
Q520 Middle College Campus	55		148,259.95	99,319.79

R053	67		\$ 171,701.55	\$ 101,390.55
R054	74		220,238.10	101,995.67

*** 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
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES**

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 eleven (11) 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	(_____)	(_____)

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 #12 showing borough and school number. (_____)

14. _____ _____
Signature Date

APPLICATION FOR TRANSFER

	<u>BOROUGH</u>	<u>SCHOOL</u>
CHOICE #12	(_____)	(_____)
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

NEW YORK CITY DEPARTMENT OF EDUCATION

DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES

April 28, 2017

ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 6 - 2016/17

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

Kindly note the changes to the following building:

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M SQ. FT.	Qualifications	Annual Allowance	Pension Salary
M089/453** (Merged)	95/4	Refrig. License	\$ 290,709.02	\$ 116,707.64

John Shea

*Chief Executive Officer
Division of School Facilities*