NEW YORK CITY DEPARTMENT OF EDUCATION

DIVISION OF SCHOOL FACILITIES OFFICE OF BUILDING SERVICES

August 18, 2011

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2011/12

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 II. Applications must be postmarked no later than <u>AUGUST 26, 2011.</u>

ALL APPLICATIONS <u>MUST</u> 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 <u>must</u> 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:

CUSTODIA	STODIAN ENGINEER LEVEL I CUSTODIAN ENGINEER LEVEL WITH REFRIGERATION LICENS			CUSTODIA	AN ENGINEER LEVEL II
Years of		Years of		Years of	
Employment	Building Size	Employment	Building Size	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 Sa Ft - 100 M Sa Ft	15+	201 M Sg Ft+	15+	201 M Sa 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, 2011.

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

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

- 1. Fill in Items 1-11. If you have additional choices you must place an "X" in Item 12. Sign and date Item 13. If you include building choices on page 2 of the application you must also sign and date Item 14.
- 2. Code Borough as follows:
- M Manhattan X - Bronx
- K Brooklyn Q - Queens
- R Richmond (Staten Island)
- 3. 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).
- 5. Use the IBM designation listed below for your choices.
- 6. 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 ALLOWANCE	PENSION SALARY
M033*	83		\$ 231,168.22	\$ 87,670.91
M047** School for the Deaf	118	Refrig. License	257,385.52	93,533.28
M070	150	-	324,364.23	97,550.02
M083*	79		236,612.19	86,875.91
M113	117		256,366.15	93,533.28
M115	104		249,120.76	91,766.65
M123	118		265,065.39	93,533.28
M132/528 (Merged)	81/21		298,888.65	91,176.25
M149	126		281,705.95	94,709.51
M164	96		260,611.81	89,435.96
M171	95		261,500.29	89,435.96
M175*	85		233,728.99	87,670.91
M189	112		249,885.51	92,945.99
M197*	84		222,716.56	87,670.91
M490** Martin L. King, Jr. HS	399	Refrig. License	607,628.10	113,939.30
M506*/** West Side HS	85	Refrig. License	264,923.80	87,670.91
M520/521** (Merged) Murry Bergtraum HS	293/7	Refrig. License	585,739.62	118,088.30
M600 Fashion Industries Voc. HS	288		447,839.48	113,939.30
M833** HS for Economics & Finance	167	Refrig. License	344,944.79	100,667.93
M898*/** PS 018	91	Refrig. License	229,434.43	88,843.98
M970*/** Thurgood Marshall Academy	78	Refrig. License	228,338.28	86,070.08
X001	96		\$ 234,206.21	\$ 89,435.96
X033*	80		234,194.43	86,875.91
X045	120		292,933.66	94,120.60
X052	137		318,372.33	96,164.61
X053	98		277,119.87	89,435.96
X054*/**	76	Refrig. License	221,443.96	86,070.08
X062*	79		233,598.41	86,875.91
X064*	81		225,960.75	86,875.91
X075	109		257,676.07	92,352.44
X079/896 (Merged)	152/11		342,042.74	102,162.38
X084**	176	Refrig. License	438,591.07	101,596.19
X090	104		270,594.56	91,766.65
X148	157		318,560.41	99,284.13
X149/807 (Merged)	133/20		337,066.77	99,850.26
X152*/**	91	Refrig. License	246,613.43	88,843.98

CLISTODIANI ENCINIEEDS (LEVEL II)

CUSTODIAN ENGINEERS (LEVEL II)					
SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY	
X156	95		\$ 245,024.01	\$ 89,435.96	
X192	146		325,529.14	97,086.69	
X229/824** (Merged)	155/25	Refrig. License	428,033.46	103,433.13	
X455/169** (Merged) Harry S. Truman HS	528/31	Refrig. License	1,054,329.18	118,088.30	
X650 Jane Addams HS	154		339,879.03	98,013.38	
X884** Health Opportunities HS	110	Refrig. License	277,477.76	92,352.44	
K006/877 (Merged)*/**	68/11	Refrig. License	\$ 285,812.30	\$ 89,055.29	
K012*/**	81	Refrig. License	217,342.29	86,875.91	
K017*	76		237,356.06	86,070.08	
К084	95		254,989.99	89,435.96	
K120	97		251,993.65	89,435.96	
K139*	90		270,710.83	88,256.68	
K150	95		247,463.35	89,435.96	
K158*	85		226,775.22	87,670.91	
K184*	79		228,831.76	86,875.91	
К189	99		270,467.22	90,020.20	
K190*	78		226,121.36	86,070.08	
K212*	80		241,525.16	86,875.91	
K213*	83		237,887.31	87,670.91	
K217**	110	Refrig. License	267,732.30	92,352.44	
K221*	80		241,038.25	86,875.91	
K222*	94		262,073.52	88,843.98	
K237*	94		227,572.26	88,843.98	
K242*	80		230,749.63	86,875.91	
K246/399** (Merged)	147/32	Refrig. License	391,431.41	102,866.95	
K256/994 (Merged)	89/22		304,862.56	92,945.99	
K297*	79		222,009.04	86,875.91	
K314/971** (Merged)	147/30	Refrig. License	391,043.26	101,699.02	
K318	151		304,839.65	98,013.38	
K377**	105	Refrig. License	264,890.72	91,766.65	
K380**	118	Refrig. License	274,842.85	93,533.28	
K391/397** (Merged)	164/32	Refrig. License	403,337.55	104,356.71	
•	i .	i e	1	•	

118

260

178/7

150/9

173

Refrig. License

Refrig. License

289,488.48

554,555.30

465,132.40

374,984.42

403,704.73

93,533.28

112,099.87

105,745.19

101,699.02

101,132.84

K398**

K405

K805

K458/457

Midwood HS

(Merged) Old Boys HS

Water's Edge Ed. Campus

K660/848** (Merged) William Maxwell HS

CUSTODIAN ENGINEERS (LEVEL II)

CUSTODIAN	ENGINE	ERS (LEVE	<u>-</u> L II)	
	FLOOR AREA		ANNUAL	PENSION
SCHOOL	M SQ. FT.	QUALIFICATIONS	ALLOWANCE	SALARY
K914 Benjamin Banneker Academy	97		\$ 247,778.03	\$ 89,435.96
Q033	117		\$ 273,771.77	\$ 93,533.28
Q053	164		331,383.06	100,207.71
Q086*	77		190,662.17	86,070.08
Q114/816* (Merged)	67/24		292,172.00	89,055.29
Q139*	78		252,538.12	86,070.08
Q143	95		271,613.37	89,435.96
Q148	98		260,296.72	89,435.96
Q151*	80		283,460.11	86,875.91
Q166**	105	Refrig. License	240,431.36	91,766.65
Q186*	77		218,987.51	86,070.08
Q230*/**	84	Refrig. License	236,675.08	87,670.91
Q232*	78		215,335.54	86,070.08
Q263*/**	89	Refrig. License	235,161.17	88,256.68
Q450/451 (Merged) Newcomers HS	135/11		414,849.17	100,313.61
Q515** Townsend Harris HS	156	Refrig. License	344,227.46	99,284.13
R030*	80		\$ 275,866.98	\$ 86,875.91
R031*	77		219,671.21	86,070.08
R041/038 (Merged)	68/32		313,853.56	90,020.20
R072**	174	Refrig. License	367,115.79	101,132.84
R450 Curtis HS (HP)	206	High Pressure	534,602.57	106,328.17

CUSTODIAN ENGINEERS (LEVEL I)

	COSTODIAN ENGINEERS (ELVELI)					
	SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY	
M001		73		\$ 213,031.48	\$ 85,413.02	
M004**		70	Refrig. License	207,267.78	84,906.29	
M033*		83		231,168.22	87,670.91	
M036		71		251,908.11	85,413.02	
M066**		58	Refrig. License	216,835.12	83,172.19	
M083*		79		236,612.19	86,875.91	
M102		69		206,290.76	84,906.29	
M163		73		216,839.72	85,413.02	
M175*		85		233,728.99	87,670.91	

CUSTODIAN ENGINEERS (LEVEL I)

COSTODIAN	FLOOR AREA	LIVS (LLVL		PENSION
SCHOOL	M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	SALARY
M194	75		\$ 218,843.40	\$ 86,070.08
M197*	84		222,716.56	87,670.91
M451** Liberty HS Annex	48	Refrig. License	184,943.35	82,175.77
M506*/** West Side HS	85	Refrig. License	264,923.80	87,670.91
M841** PS 811	65	Refrig. License	210,067.14	84,408.83
M874/835** (Merged) Physical City	55/13	Refrig. License	245,762.49	87,321.19
M876** Gregorio Luperon Prep.	52	Refrig. License	182,385.53	82,673.22
M895** Young Women's Leadership HS	43	Refrig. License	172,113.87	81,676.79
M898*/** PS 018	91	Refrig. License	228,434.43	88,843.98
M970*/** Thurgood Marshall Academy	78	Refrig. License	228,338.28	86,070.08
		<u>-</u>		
X012	70		\$ 252,030.94	\$ 84,906.29
X014	51		206,937.65	82,673.22
X018	70		208,635.36	84,906.29
X033*	80		234,194.43	86,875.91
X054*/**	76	Refrig. License	221,443.96	86,070.08
X056/825 (Merged)	40/23		231,538.33	85,325.26
X062*	79		233,598.41	86,875.91
X064*	81		225,960.75	86,875.91
X130	68		216,078.40	84,906.29
X152*/**	91	Refrig. License	246,613.43	88,843.98
X172**	38	Refrig. License	180,987.63	80,680.34
X206**	42	Refrig. License	177,412.85	81,176.26
X211	42		192,441.24	81,176.26
X254**	61	Refrig. License	206,647.71	83,671.21
X722** PS 721 (OTC)	65	Refrig. License	258,832.24	84,408.83
X826** PS 226 MiniSchool	57	Refrig. License	255,619.23	83,172.19
X839** Bronx HS for the Visual Arts	55	Refrig. License	190,119.85	83,172.19
X878** Freedom HS	50	Refrig. License	194,768.63	82,175.77
		,		
K006/877 (Merged)*/**	68/11	Refrig. License	\$ 285,812.30	\$ 89,055.29
K012*/**	81	Refrig. License	217,342.29	86,875.91
K017*	76		237,356.06	86,070.08
К075	63		200,195.52	84,408.83
K108	65		227,875.91	84,408.83
K116	50		181,165.66	82,175.77
K132	72		222,464.99	85,413.02

SCHOOL	FLOOR AREA M SQ. FT.	QUALIFICATIONS	ANNUAL ALLOWANCE	PENSION SALARY
K139*	90		\$ 270,710.83	\$ 88,256.68
K158*	85		226,775.22	87,670.91
K165	62		212,619.23	83,671.21
K184*	79		228,831.76	86,875.91
K190*	78		226,121.36	86,070.08
K212*	80		241,525.16	86,875.91
K213*	83		237,887.31	87,670.91
K221*	80		241,038.25	86,875.91
K222*	94		262,073.52	88,843.98
K237*	94		227,572.26	88,843.98
K242*	80		230,749.63	86,875.91
K249	56		204,336.25	83,172.19
K290**	63	Refrig. License	214,920.27	84,408.83
K297*	79		222,009.04	86,875.91
K370**	44	Refrig. License	220,363.21	81,676.79
K806 Metropolitan Corporate Academy	46		181,341.90	81,676.79
K819** East NY Family Academy	45	Refrig. License	207,882.86	81,676.79
K824** W.E.B. Dubois HS	50	Refrig. License	173,213.02	82,175.77
K838** PS 053 (Old 838)	40	Refrig. License	216,909.65	81,176.26
K855 PS 135/PS 235 Annex	46		204,660.99	81,676.79
K894** HS for Public Service-ENY	70	Refrig. License	218,987.46	84,906.29
K907 Brownsville Diploma Plus HS	68		209,743.89	84,906.29
K908 PS 230 Annex	40		169,794.69	81,176.26
K909** Acorn Community HS	75	Refrig. License	226,266.16	86,070.08
	T		T	
Q009	45		\$ 176,588.23	\$ 81,676.79
Q028**	39	Refrig. License	162,570.75	81,176.26
Q035	54		194,009.86	82,673.22
Q036	43		193,811.91	81,676.79
Q054	48		181,143.11	82,175.77
Q082**	57	Refrig. License	185,813.48	83,172.19
Q084	49		186,444.48	82,175.77
Q086*	77		190,662.17	86,070.08
Q104	69		230,293.80	84,906.29
Q114/816* (Merged)	67/24		292,172.00	89,055.29
Q115	71		213,625.93	85,413.02
	1		1	i

Page 6 of 7

78

252,538.12

86,070.08

Q139*

CUSTODIAN ENGINEERS (LEVEL I)

		•		
	FLOOR AREA		ANNUAL	PENSION
SCHOOL	M SQ. FT.	QUALIFICATIONS	ALLOWANCE	SALARY

		1		1
Q151*	80		\$ 283,460.11	\$ 86,875.91
Q176	67		230,636.51	84,906.29
Q181**	66	Refrig. License	212,267.09	84,408.83
Q186*	77		218,987.51	86,070.08
Q230*/**	84	Refrig. License	236,675.08	87,670.91
Q232*	78		215,335.54	86,070.08
Q263*/**	89	Refrig. License	235,161.17	88,256.68
Q266**	68	Refrig. License	260,042.14	84,906.29
Q280	56		181,461.29	83,172.19
Q499** PS/IS 499	72	Refrig. License	209,365.95	85,413.02
Q680** Young Womens' Leadership	55	Refrig. License	195,752.09	83,172.19
Q798** Baccalaureate School for Global	40	Refrig. License	192,646.57	81,176.26
Q885** Renaissance Charter School	62	Refrig. License	204,422.95	83,671.21

R011	39	\$ 172,363.39	\$ 81,176.26
R030*	80	275,866.98	86,875.91
R031*	77	219,671.21	86,070.08
R045	73	247,639.10	85,413.02
R046	73	222,163.12	85,413.02

* 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



Enclosure: Application For Transfer (2)

Circular No. 1 - 2011/12