

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

October 18, 2018

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2018/19

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 **October 26, 2018**.

Note: The Division of School Facilities reserves the right to modify or revise the vacancy list prior to officially as 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 DOCUMENTS 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	
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 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 **SEPTEMBER 1, 2018**.

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
K006/877*/**	(Merged)	68/11	Refrig. License	\$ 354,142.48	\$ 111,298.55
K026/005	(Merged)	124/90		479,058.11	136,060.23
K096		123		282,898.52	113,097.04
K115**		123	Refrig. License	311,693.00	113,097.04
K120/250	(Merged)	97/85		444,621.65	134,992.50
K170/940**	(Merged)	106/22	Refrig. License	350,649.84	119,490.83
K176/112	(Merged)	92/45		444,890.94	122,838.22
K200/186	(Merged)	102/77		454,434.27	133,312.22
K206		109		261,462.69	110,282.34
K211		140		281,388.57	115,384.28
K219*		94		222,627.06	106,092.74
K228/215	(Merged)	121/77		539,213.82	135,514.33
K229/127	(Merged)	101/35		399,419.32	120,767.43
K235*		77		289,859.48	102,780.29
K238/662	(Merged)	88/18		359,016.56	115,299.41
K258/093	(Merged)	142/88		541,766.13	136,060.23
K327/763**	(Merged)	143/43	Refrig. License	618,587.82	126,971.41
K390/167**	(Merged)	150/75	Refrig. License	573,134.32	136,060.23
K398**		118	Refrig. License	316,835.94	111,692.45
K580/287**	(Merged) Westinghouse HS	244/89	Refrig. License	664,861.95	136,879.41
K655/038**	(Merged) Sarah J. Hale HS	223/87	Refrig. License	663,871.80	136,879.41
K660/848**	(Merged) William Maxwell HS	150/9	Refrig. License	385,728.76	126,397.03
K801/661**	(Merged) 65 Court Street	287/8	Refrig. License / (Fire Safety)	2,135,487.24	145,968.23
K804/520	(Merged) Cobble Hill HS	96/23		435,572.43	116,707.64
K914/909**	(Merged) Banneker Acad.	97/75	Refrig/Child Bldg.	441,460.58	132,758.89

M005*/**		93	Refrig. License	\$ 262,957.32	\$ 106,092.74
M054		114		251,606.99	110,991.13
M064/034	(Merged)	134/55		439,912.92	126,971.41
M128		107		287,413.79	110,282.34

CUSTODIAN ENGINEERS (LEVEL II)

School		Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M142*/**		87	Refrig. License	\$ 233,238.47	\$ 105,391.41
M164		96		243,575.29	106,799.64
M165		120		292,695.11	112,393.80
M189		112		229,220.94	110,991.13
M199*		88		164,611.01	105,391.41
M475/661	(Merged) Stuyvesant HS	201/42		543,920.55	136,180.82
M485/191**	(Merged) LaGuardia HS	388/75	Refrig. License	1,152,438.14	145,968.23
M506*/**	West Side HS	85	Refrig. License	243,641.68	104,691.93
M898*/**	PS 98 Annex	91	Refrig. License	240,534.04	106,092.74

Q043/920**	(Merged)	145/7	Refrig. License	456,951.68	\$ 125,843.75
Q069/222**	(Merged)	118/32	Refrig. License	404,185.71	122,838.22
Q081/848*	(Merged)	69/15		262,995.71	111,298.55
Q126/312	(Merged)	116/74		453,362.34	134,415.16
Q127*		93		204,937.40	106,092.74
Q143/422	(Merged)	95/6		329,624.96	116,707.64
Q158		137		277,110.68	114,834.65
Q183*		84		201,057.38	104,691.93
Q227/228**	(Merged)	177/35	Refrig. License	455,823.70	132,758.89
Q230/297**	(Merged)	84/26	Refrig. License	359,311.98	114,834.65
Q234**		110	Refrig. License	243,305.78	110,282.34
Q425/426	(Merged) John Bowne HS	269/5		690,020.71	144,900.50
Q480/056	(Merged) John Adams HS	256/38		780,178.65	143,220.22
Q490/132	(Merged) Campus Magnet	260/51		857,673.99	143,771.68
Q585/348	(Merged) Maspeth HS	148/15		367,785.16	126,397.03
Q690/140**	(Merged) HS for Law Enforce.	180/74	Refrig. License	713,033.04	136,060.23

X004/236	(Merged)	106/9		\$ 353,152.50	\$ 119,490.83
X014		98		242,282.48	\$ 106,799.64
X022/163**	(Merged)	132/39	Refrig/Child Bldg.	418,529.30	126,971.41
X026/205**	(Merged)	124/55	Refrig. License	489,911.41	126,971.41
X048/848	(Merged)	88/7		331,861.88	115,299.41
X066/878**	(Merged)	109/50	Refrig/Child Bldg.	445,203.76	126,971.41

CUSTODIAN ENGINEERS (LEVEL II)

School		Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
X070/338	(Merged)	127/71		\$ 479,716.37	\$ 134,992.50
X078/108	(Merged)	91/41		456,990.23	120,767.43
X086/886	(Merged)	128/12		449,910.68	123,636.02
X102**		141	Refrig. License	262,015.69	115,384.28
X132		98		225,739.24	106,799.64
X139/065	(Merged)	137/76		508,363.50	136,060.23
X148/582	(Merged)	157/10		402,907.01	128,467.80
X150		107		284,277.87	110,282.34
X156		95		225,399.66	106,799.64
X174		169		336,742.43	120,212.27
X189		108		223,053.77	110,282.34
X192		146		326,827.53	115,935.75
X198**		102	Refrig. License	265,423.09	108,877.81
X400/172**	(Merged) Morris HS	186/38	Refrig. License	653,044.12	134,415.16
X884**	Health Opportunities	110	Refrig. License	270,720.68	110,282.34

CUSTODIAN ENGINEERS (LEVEL I)

School		Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
K006/877*/**	(Merged)	68/11	Refrig. License	\$ 354,142.48	\$ 111,298.55
K090		74		179,776.34	101,995.67
K108		65		199,913.84	100,796.51
K198		64		232,075.39	100,796.51
K219*		94		222,627.06	106,092.74
K235*		77		289,859.48	102,780.29

M004**		70	Refrig. License	\$ 179,940.08	\$ 101,390.55
M005*/**		93	Refrig. License	262,957.32	106,092.74
M097		71		227,346.57	101,995.67
M142*/**		87	Refrig. License	233,238.47	105,391.41
M199*		88		164,611.01	105,391.41

CUSTODIAN ENGINEERS (LEVEL I)

School		Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M506*/**	West Side HS	85	Refrig. License	\$ 243,641.68	\$ 104,691.93
M855**	Eleanor Roosevelt HS	66	Refrig. License	204,218.54	100,796.51
M898*/**	PS 98 Annex	91	Refrig. License	240,534.04	106,092.74

Q081/848*	(Merged)	69/15		\$ 262,995.71	\$ 111,298.55
Q082**		57	Refrig. License	145,919.84	99,319.79
Q085		64		236,201.65	100,796.51
Q127*		93		204,937.40	106,092.74
Q183*		84		201,057.38	104,691.93
Q316		57		147,895.58	99,319.79
Q680**	Young Women's Leadership	55	Refrig. License	159,946.82	99,319.79

R019		60		\$ 180,556.69	\$ 99,915.68
R029		62		206,271.18	99,915.68

X876**	Bronx Leadership Academy	48	Refrig. License	\$ 144,587.07	\$ 98,129.92
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*** 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
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4. Social Security Number: (Last 4 Digits Only)

XXX	-	XX	-	
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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

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

October 26, 2018

ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 1 - 2018/19

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

Kindly note the changes to the following school:

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M SQ. FT.	Qualifications	Annual Allowance	Pension Salary
K655/038 (Merged) Sarah J. Hale HS	223/87		\$ 663,871.80	\$ 136,879.41

*** 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*