

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

September 7, 2017

OFFICE OF BUILDING SERVICES CIRCULAR NO. 1 – 2017/18

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 15, 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 **SEPTEMBER 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
M010	246		\$ 529,664.48	\$ 126,971.41
M044	143		290,069.25	115,935.75
M045/096 (Merged)	175/79		571,149.98	136,060.23
M046*	94		183,803.28	106,092.74
M047**	118	Refrig. License	234,500.59	111,692.45
M076*	88		200,422.83	105,391.41
M084*	89		200,445.52	105,391.41
M087*	89		193,818.52	105,391.41
M123/194 (Merged)	118/75		436,448.86	134,992.50
M134*	87		157,269.76	105,391.41
M165	120		284,401.86	112,393.80
M180*	83		205,654.47	104,691.93
M185	135		304,332.14	114,834.65
M189	112		224,286.40	110,991.13
M440 HS Humanities	252		494,470.81	133,312.22
M470/009** (Merged) Louis Brandeis HS	232/88	Refrig. License	789,000.98	136,879.41
M501 Arthur Schomburg HS	170		389,003.97	120,212.27
M520/521** (Merged) Murry Bergtraum	293/7	Refrig. License	638,556.53	145,968.23
M645* Old Manhattan Voc. Tech HS	85		208,725.41	104,691.93
M873/920*/** (Merged) Man Vill Academy	53/24	Refrig. License	312,621.29	108,877.81

X015**	126	Refrig License	\$ 293,290.58	\$ 113,097.04
X028*	82		229,143.83	103,742.58
X033*	80		203,043.65	103,742.58
X099*	77		209,030.16	102,780.29
X138*	84		232,316.65	104,691.93
X140*	93		217,790.88	106,092.74
X150	107		285,892.36	110,282.34
X151	171		396,640.61	120,767.43
X166/909 (Merged)	157/21		328,782.00	128,467.80
X180**	150	Refrig License	393,365.24	116,489.03

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
X181**	137	Refrig. License	\$ 327,256.36	\$ 114,834.65
X415 Christopher Columbus HS	262		640,640.75	134,415.16

K017*	76		\$ 209,721.23	\$ 102,780.29
K041*	91		221,384.48	106,092.74
K055/808 (Merged)	164/15		425,869.65	129,570.69
K123/799 (Merged)	86/21		272,147.46	114,599.93
K139*	90		250,696.24	105,391.41
K188*	86		219,783.21	104,691.93
K204*	93		250,245.94	106,092.74
K237*	94		196,465.33	106,092.74
K244/860** (Merged)	129/23	Refrig License	414,523.54	123,636.02
K278/194 (Merged)	134/70		472,658.85	135,514.33
K281/097 (Merged)	153/69		483,409.16	136,060.23
K282*	87		201,478.39	105,391.41
K285/818 (Merged)	120/11		344,659.09	122,301.80
K297*	79		187,371.09	103,742.58
K312/905 (Merged)	91/8		292,727.99	116,000.74
K316*	83		206,364.17	104,691.93
K317/369 (Merged)	86/33		310,723.94	117,042.35
K328*	90		223,436.36	105,391.41
K346/364** (Merged)	123/22	Refrig License	382,570.45	123,005.04
K425/063 (Merged) James Madison HS	253/27	High Pressure	768,081.74	143,220.22
K500 Canarsie HS	248		590,217.61	132,758.89

Q007/322** (Merged)	128/16	Refrig License	\$ 397,097.33	\$ 123,636.02
Q012/378 (Merged)	88/12		304,260.25	115,299.41
Q025**	173	Refrig License	375,760.18	120,767.43
Q060/066 (Merged)	87/33		339,185.64	117,042.35
Q062/273** (Merged)	96/29	Refrig License	304,385.96	117,042.35
Q072	147		287,797.37	116,489.03

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
Q074/031 (Merged)	121/61		\$ 431,012.53	\$ 126,971.41
Q090*	80		190,151.27	103,742.58
Q139*	78		226,818.81	102,780.29
Q148	98		235,167.35	106,799.64
Q151*	80		265,052.99	103,742.58
Q198/106 (Merged)	116/26		337,711.83	121,600.45
Q209*	76		180,087.86	102,780.29
Q266*/**	85	Refrig License	260,242.56	104,691.93
Q585/348 (Merged) Maspeth HS	148/15		337,765.65	126,397.03
Q610/841 (Merged) Aviation HS	262/33		759,725.85	144,323.16

R007/005 (Merged)	160/30		\$ 471,394.54	\$ 129,017.37
R041/038** (Merged)	68/32	Refrig/Child Bldg.	299,765.18	114,281.33
R049/082 (Merged)	136/21		340,930.62	124,742.65
R051/066 (Merged)	124/42		367,388.78	126,971.41
R435/011 (Merged)	320/39		1,011,683.09	145,968.23
R861** Elizabeth A. Connelly Campus	81	Refrig. Building	197,926.21	103,742.58

CUSTODIAN ENGINEERS (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M004**	70	Refrig. License	\$ 170,398.95	\$ 101,390.55
M046*	94		183,803.28	106,092.74
M076*	88		200,422.83	105,391.41
M084*	89		200,445.52	105,391.41
M087*	89		193,818.52	105,391.41
M134*	87		157,269.76	105,391.41
M163	73		181,910.61	101,995.67
M178**	62	Refrig. License	151,835.46	99,915.68
M180*	83		205,654.47	104,691.93
M645* Old Manhattan Voc. Tech HS	85		208,725.41	104,691.93

CUSTODIAN ENGINEERS (LEVEL I)

School		Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
M660	Mabel D. Bacon HS	75		\$ 216,062.99	\$ 102,780.29
M844	PS 138 Annex	69		269,433.08	101,390.55
M873/920*/**	(Merged) Man Village Acad.	53/24	Refrig. License	312,621.29	108,877.81

X019		36		\$ 115,093.20	\$ 96,344.15
X028*		82		229,143.83	103,742.58
X033*		80		203,043.65	103,742.58
X081		62		175,310.66	99,915.68
X099*		77		209,030.16	102,780.29
X107		74		216,467.54	101,995.67
X138*		84		232,316.65	104,691.93
X140*		93		217,790.88	106,092.74
X876**	Bronx Leadership Academy	48	Refrig. License	154,642.77	98,129.92

K017*		76		\$ 209,721.23	\$ 102,780.29
K041*		91		221,384.48	106,092.74
K073		75		210,006.71	102,780.29
K108		65		195,741.33	100,796.51
K139*		90		250,696.24	105,391.41
K154		44		122,324.63	97,534.07
K188*		86		219,783.21	104,691.93
K204*		93		250,245.94	106,092.74
K237*		94		196,465.33	106,092.74
K277		52		160,145.83	98,723.95
K282*		87		201,478.39	105,391.41
K297*		79		187,371.09	103,742.58
K316*		83		206,364.17	104,691.93
K328*		90		223,436.36	105,391.41

Q034		61		\$ 193,326.17	\$ 99,915.68
Q084		49		136,652.12	98,129.92

CUSTODIAN ENGINEERS (LEVEL I)

School	Floor Area M Sq. Ft.	Qualifications	Annual Building Allowance	Pension Salary
Q090*	80		\$ 190,151.27	\$ 103,742.58
Q139*	78		226,818.81	102,780.29
Q151*	80		265,052.99	103,742.58
Q199	70		188,829.60	101,390.55
Q200	68		176,380.19	101,390.55
Q209*	76		180,087.86	102,780.29
Q266*/**	85	Refrig License	260,242.56	104,691.93
Q732/733 (Merged) Alternative HS	45/12		140,291.95	107,442.07

R861**	Elizabeth A. Connelly Campus	81	Refrig. Building	\$ 197,926.21	\$ 103,742.58
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NEW BUILDINGS

IS 298/Pre-K Center (Q298/432 Merged)
50/51 98th Street / 57-08 99th Street
Corona, New York 11368
Floor Area: 106/7,000 sq. ft.
District #24
Building Allowance: \$290,657.24
Pension Salary: \$119,490.83

Public School 332 (Q332)
210-21 48th Avenue
Oakland Gardens, New York 11364
Floor Area: 73,000 sq. ft.
District #26
Building Allowance: \$172,359.36
Pension Salary: \$101,995.67

Public School 335 (Q335)*
9840 Albert Road
Richmond Hill, New York 11418
Floor Area: 81,000 sq. ft.
District #27
Building Allowance: \$187,436.45
Pension Salary: \$103,742.58

Public School 338 (K338)
21 Hinckley Place
Brooklyn, New York 11218
Floor Area: 110,000 sq. ft.
District #22
Building Allowance: \$214,026.12
Pension Salary: \$110,282.34

* 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

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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. (_____)

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

September 13, 2017

ADDENDUM TO BUILDING SERVICES CIRCULAR NO. 1 - 2017/18

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

TO ALL CUSTODIAN ENGINEERS

1. VACANCIES

Kindly note the changes to the following buildings:

CUSTODIAN ENGINEERS (LEVEL II)

School	Floor Area M SQ. FT.	Qualifications	Annual Allowance	Pension Salary
R041/038 (Merged)	68/32		\$ 299,765.18	\$ 114,281.33
R861** Elizabeth A. Connelly Campus	102	Refrig. Building	214,934.29	108,877.81

John Shea

*Chief Executive Officer
Division of School Facilities*