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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

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Commissioner

NOTICE OF EXAMINATION

**CUSTODIAN ENGINEER (BOARD OF EDUCATION)
Exam No. 6042**

WHEN TO APPLY:	From: March 4, 2026	APPLICATION FEE: \$91.00
	To: March 24, 2026	Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.
THE TEST DATE: Multiple-choice testing is expected to begin on Monday, June 8, 2026.		

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Custodian Engineers (BOE), under general supervision, supervise and are responsible for the physical operation, maintenance, repair, custodial upkeep and care of a public school building and its immediate grounds. Within an assigned budget, they hire, train, supervise and pay staff to perform these functions.

At Assignment Level I: Custodian Engineers (BOE) supervise, plan and are responsible for the work of the custodial and maintenance staff; heat building by means of low pressure boilers; make minor repairs to steam plant, heating equipment, electrical equipment, plumbing, structure, glazing and furniture; supervise cleaning of the building and grounds; maintain the building and grounds in a safe, secure and sanitary condition; conduct inspections of building to determine needed repairs; consult with and advise officials on problems of operation, maintenance and repairs; set up custodial work schedules to ensure maximum efficiency and minimum interference with classroom activities; requisition and account for custodial and maintenance materials, tools and supplies; maintain records and prepare required reports of plant operations; hire appropriate personnel and train or arrange for their training; prepare payrolls and personnel forms, pay wages and provide Worker's Compensation Insurance for hired personnel; and are responsible for interior maintenance and painting of school building. All Custodian Engineers (BOE) perform related work.

Special Working Conditions:

Custodian Engineers (BOE) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Custodian Engineers (BOE) and environmental conditions experienced are: working in confined areas, outdoors in all kinds of weather, on the roof of the building, and in the physical plant, including the boiler room and heating and ventilating room; walking up and down stairs; climbing up and down ladders; and working in close proximity to bio-hazardous materials, such as asbestos and infectious waste.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$82,922 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive a score. (For more information see Exam Site Admission section.)

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by March 24, 2027. The experience requirement and the certification requirement needed to qualify must be met by the last day of the Application Period (March 24, 2026).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

A four year high school diploma or its educational equivalent, **and** one year of full-time satisfactory experience in operating a boiler-based central heating system. In addition, candidates must meet one of the following requirements. (The required one year of experience in operating a boiler-based central heating system may be included in the experience requirements under "1" or "2" below.)

1. Two years of full-time satisfactory experience in conducting and/or managing building operations and maintenance, as a superintendent, building manager, custodian or boiler operator; **or**
2. Three years of full-time satisfactory experience as a building cleaner and/or handyperson; and certification as a Low-Pressure Boiler Operator (P-99, FDNY Certificate of Fitness) and possession of **any two** of the following certificates:
 - a. Interior Fire Alarm (S-95, FDNY Certificate of Fitness)
 - b. Air Compressor (A-35, FDNY Certificate of Fitness)
 - c. Sprinkler (S-12, FDNY Certificate of Fitness)
 - d. Standpipe (S-13, FDNY Certificate of Fitness)
 - e. Fire Safety Director (F-85, FDNY Certificate of Fitness)
 - f. Air Pollution Certification (DEP Certificate)
 - g. Universal Chlorofluorocarbon (CFC) Refrigerant Certification; **or**
3. Possession of a New York City license or Certificate of Qualification as an Oil Burning Equipment Installer, High Pressure Boiler Operating Engineer, or Refrigerating Machine Operator; **or**
4. Graduation from an accredited trade school with a minimum of 185 classroom hours and 35 field hours in heating/ventilation and air conditioning or boiler operation; **or**
5. Graduation from an accredited college or university with a two-year degree in engineering technology, construction technology, construction management or facilities and building management; **or**
6. Graduation from an accredited college or university with a four-year degree in engineering.

The trade school, technical school, vocational high school, high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

Special Notes:

1. For certain assignments, a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department is required.
2. For placement in Assignment Level II, in addition to meeting the minimum requirements, incumbents must have a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings and a valid Certificate of Equivalent Instructions ("Air Pollution Certificate") issued by the Department of Environmental Protection. In addition, some positions require a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department.
3. All required licenses or certificates must be maintained for the duration of such assignment.

Residency: City residency is not required for this position.

English Requirement:

You must be able to understand and be understood in English.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you Final Submit, no changes can be made. Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

3. If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline. Approved evaluation services are listed in the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "document-by-document" (general) evaluation.

THE TEST:

The multiple-choice test for the **Custodian Engineer (BOE)** position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of at least 70%.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a **Custodian Engineer (BOE)**.

The test may include questions in the following areas:

- Uses, repairs, and maintains hand tools (e.g., hammer, screwdriver, wrench), electrical and power tools (e.g., drills, saws, voltage meter, power tools), and gas-powered equipment (e.g., snow removal equipment, landscaping equipment) as necessary to maintain a clean and safe environment.
- Cleaning operations of building and grounds (e.g., bathrooms, classrooms, offices, public assembly areas, exterior spaces, and mechanical rooms) and use of cleaning products (e.g., stripper, wax, bleach, neutral soap, solvents) as necessary to maintain a sanitary and safe environment.
- Procedures for replacement, repair, and maintenance of components of plumbing and electrical systems (e.g., fuses, wiring, light switches, outlets, relay switches) as necessary to maintain and repair the building.
- Painting and finishing procedures and use of related materials (e.g., paints, brushes, wax, polyurethane, paint removal) as necessary to paint and finish school surfaces.

- Procedures for operation and maintenance of boiler systems as necessary to keep boiler in optimal operating condition.
- Procedures for operation and maintenance of Heating, Ventilation, and Air Conditioning (HVAC) systems as necessary to keep HVAC systems in optimal operating condition.
- Procedures for operation and maintenance of fire protection (e.g., sprinkler system, standpipe system, pull stations and alarms) and life safety systems (e.g., emergency lighting, emergency generator, functional public announcement (PA) system) as necessary to keep systems in optimal operating condition.
- Procedures for troubleshooting heating, ventilation, plumbing, electrical, carpentry, and lighting problems as necessary to make repairs and to keep systems in optimal operating condition.

The test may also include questions requiring the use of any of the following abilities:

Inductive Reasoning: the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together.

Example: A Custodian Engineer (BOE) may use this ability when consulting with officials on problems of operation.

Judgement and Decision Making: the ability to apply experience to current problems, make timely and sound decisions even under conditions of uncertainty, assess and manage risks, consider relative costs and benefits of alternatives, apply rules and guidelines in new situations, and make judgments based on facts and data rather than emotions or personal preferences, as necessary to plan for, and handle building emergencies (e.g., flood, fire, equipment failure). **Example:** A Custodian Engineer (BOE) may use this ability to conduct inspections of the building to determine needed repairs.

Management of Financial Resources: the ability to determine how money will be spent to get the work done and accounting for these expenditures to ensure the appropriate allocation. **Example:** A Custodian Engineer (BOE) may use this ability to make requisitions for custodial and maintenance materials.

Written Comprehension: the ability to read and understand written words, phrases, sentences, and paragraphs as necessary to comprehend emails, circulars, memorandums, directives, and receipt orders.

Example: A Custodian Engineer (BOE) may use this ability to prepare required reports of plant operations.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. The use of calculators are not permitted on this exam. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use the device during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov. Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet the qualification requirements in the "How to Qualify" section and pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult your **agency's Personnel Office/Human Resources** to determine the procedures for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Certificate, License, and/or Special Experience:

If you have any one or more of the certification, license, and/or experience listed below, you may be considered for appointment to positions requiring these certification, license, and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certification, license, and/or experience. If you wish to apply for this Selective Certification, follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your certification, license, and/or experience will be checked by the appointing agency at the time of appointment.**

1. **Selective Certification for Positions requiring Refrigerating Machine Operator Certificate (RMO):** Possession of a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department.
2. **Selective Certification for Positions requiring High Pressure Boiler Operating Engineer License (HDB):** Possession of a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings. All Assignment Level II positions require this license at the time of appointment.
3. **Selective Certification for Positions requiring High Pressure Boiler Operating Engineer License and Refrigerating Machine Operator Certificate (HDS):** Possession of a valid High Pressure Boiler Operating Engineer License issued by the New York City Department of Buildings and a valid Certificate of Qualification for Refrigerating Machine Operator (unlimited capacity) issued by the New York City Fire Department.
4. **Selective Certification for Educational Environment Experience (EDU):** At least two (2) years of satisfactory, full time experience working in an educational program(s) and/or institution(s).
5. **Selective Certification for Municipal Government Experience (MGE):** At least two (2) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
6. **Selective Certification for Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a

similar position.

7. **Selective Certification for AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or nonprofit organization, which includes 100+ hours of workforce preparedness trainings.
8. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNow/NYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

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**For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas**