



Dr. Roberto Padilla

Mr. Ed Forgit
Mr. Michael McLymore
Ms. Sara Feliz
Dr. Lisamarie Spindler
Mr. Gregory Kern
Mr. Chris Bayer

Superintendent of Schools

Deputy Superintendent
Asst. Superintendent, Human Resources
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Finance
Asst. Superintendent, Exceptional Learners

DATE: August 29, 2019
MEMO: TO ALL SCHOOLS – PLEASE POST
FROM: Michael McLymore
Assistant Superintendent of Human Resources
RE: Anticipated Vacancy (ies) - Senior Custodian

Replies must be received in the Office of Human Resources by 4PM on Thursday, September 12, 2019

At the present time the District has the following anticipated vacancies:

Posting Name	Location	Position
SRCUST-NFAN-002	NFA North Campus 3:00 PM – 11:00PM	*Transfers or Provisional

***SENIOR CUSTODIAN POSITION IS PROVISIONAL*
and contingent upon the Civil Service Exam when issued.**

Minimum Qualifications to Apply For Exam:

- Graduation from high school or GED
- Minimum of two years of experience in building cleaning or maintenance work or any combination of training and experience.

General Statement of Duties:

Performs routine building cleaning and semi-skilled maintenance tasks; does related work as required.

Required Knowledges and Abilities: Good knowledge of building and cleaning practices, supplies and equipment, and ability to use them economically and efficiently; some knowledge of the operation and maintenance of steam boiler equipment; ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition.

- **Internal Applicants:** submit a letter of interest to:

Michael McLymore, Assistant Superintendent of Human Resources
124 Grand Street, Newburgh, NY 12550; Or FAX to: 845-563-3468

PLEASE DO NOT E-MAIL directly to Mr. McLymore. Please use the ‘Letter of Interest’ template found on the district’s web-site under Employment (www.newburghschools.org)

- **External applicants** must respond via the District’s NEW online application system: RecruitFront on or before the above closing date.

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:sb