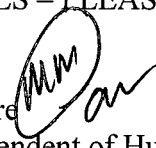


DATE: June 4, 2018

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore   
Assistant Superintendent of Human Resources

RE: Vacancies – CSEA – Buildings & Grounds –

Replies must be received in the Office of Human Resources by 4PM on Wednesday, June 13, 2018

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

Posting Name	Location	Position
MAIN-002	District wide	Maintenance Worker – 7:00AM-3:00PM
MAIN-004	District wide	Maintenance Worker - 7:00AM-3:00PM

**Minimum Qualifications:** 2 years of experience in either general building maintenance, or one or more of the standard trades such as carpentry, landscaping, etc.; or any equivalent combination of experience and training. Valid appropriate class NYS Driver’s License.

**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

**External Applicants:** must have a completed application on file and submit a letter of interest to:

Office of Human Resources  
124 Grand St., 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 ([www.newburghschools.org](http://www.newburghschools.org)) under the DISTRICT TAB/Employment with the District.

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MML: cpm