

DATE: April 5, 2018

MEMO: TO ALL SCHOOLS - ~~PLEASE POST~~ **REVISED\***

Replies must be received in the Office of Human Resources by 4PM on April 20, 2018\*

FROM: Michael McLymore *MML*  
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – HVAC Mechanic

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

Posting Name	Location	Position
HVAC 002	District	HVAC-Mechanic Heating, Ventilation, and Air Conditioning

**QUALIFICATIONS:**

1. High School diploma or GED
2. Completion of a formal course in heating, ventilation and temperature control
3. 3 years experience in installation and/or servicing of heating, air conditioning, and ventilation equipment.

**JOB GOAL:**

Perform skilled maintenance and repair work on the heating, air conditioning and ventilation equipment in the school district.

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

Michael McLymore, Assistant Superintendent of Human Resources  
124 Grand Street, Newburgh, NY 12550

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

Office of Human Resources  
124 Grand Street, Newburgh, NY 12550

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.** Please use the '**LETTER OF INTEREST**' form on the District's website under the 'DISTRICT/Employment with the District' tab. ([www.newburghschools.org](http://www.newburghschools.org))

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONSENCE**

MML: cpm