


Ms. Onyx Peterson
Dr. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Ms. Mary Ellen Leimer
Mr. Joseph McGrath
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Interim Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

February 7, 2025

This posting will close at 4:00 PM
on Saturday, March 8, 2025

TO: ALL BUILDINGS – PLEASE POST
FROM: Mary Ellen Leimer 
Interim Assistant Superintendent for Human Resources
RE: Anticipated Vacancy- Assistant Director of Facilities III

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

POSTING NAME: Assistant Director of Facilities III

TITLE: Assistant Director of Facilities III

***Assistant Director of Facilities III Position is Provisional and contingent upon results from the Civil Service Exam when given.**

DISTINGUISHING FEATURES OF THE CLASS: An Assistant Director of Facilities III is responsible for assisting the Director of Facilities III with the daily activities associated with providing administrative direction to a School District's facilities department. The work is performed according to established policies and procedures and in accordance with applicable State, local, and federal laws, rules and regulations which apply to school district facility operations and maintenance. The majority of activities are performed in the office, but the incumbent will spend time at various work sites ensuring that work is being performed and completed in an efficient manner. The work is performed under the general supervision of the Director of Facilities III with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate supervisors. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one of the following:

- (A) A Bachelor's or higher-level degree in School Facilities Management, Engineering, Construction Management or Architecture and two years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees*; or
- (B) An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology, Building Construction Technology Architecture or Architectural Technology and four years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees*; or
- (C) Six years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees*.

NOTE: Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

A degree in landscape architecture shall not be qualifying.

*Supervision of Employees is defined as responsible direction and control of subordinate employees. This involves a responsibility for planning for individuals in a work group and includes but is not limited to, assigning, and reviewing work, evaluating performance, maintaining work standards, motivating, and developing subordinate employees, implementing procedural changes, increasing efficiency, and dealing with problems of absenteeism, morale, and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

Project Management experience which did not include the minimum amount of experience in employee supervision is not qualifying.

Construction Management: includes management of a building construction project from inception to completion including cost estimating, construction planning/scheduling and construction inspection to ensure compliance with building codes.

SPECIAL REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in the State of New York and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

Funding Source: General Fund

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR FAX to: 563-3468**
- **External applicants must** respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Ms. Leimer

MEL:sb