Northeast College of Health Sciences

Northeast is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
November 10, 2026

POSITION: **General Facilities Associate - Groundskeeping**

DEPARTMENT: **Facilities**

DIVISION: **Finance**

STATUS: **Full-Time, Monday through Friday; some weekends required**

Hourly Pay: $17 to $19 per hour

BENEFITS:

- **Medical Dental Vision Health Savings Account Flexible Spending Account**
- **College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays**
- **TIAA Retirement with 8% college contribution after one year of employment**
- **Free EAP Counseling Services Free Chiropractic Care**

GENERAL DESCRIPTION:

The General Facilities Associate- Groundskeeping is a versatile, hands-on member of the Facilities team who supports campus grounds, building maintenance, College events, and other operational needs. This position will be primarily assigned to groundskeeping and landscape maintenance, including mowing, trimming, seasonal grounds care, and maintaining the overall appearance and safety of campus outdoor spaces. Assignments may shift between groundskeeping, building maintenance, and other Facilities responsibilities based on seasonal demands, staffing needs, and campus priorities.

SPECIFIC RESPONSIBILITIES:

- Perform routine groundskeeping and landscape maintenance, including mowing, weed trimming, edging, leaf removal, weeding, and maintaining landscaped areas.
- Maintain campus lawns, walkways, entrances, parking areas, and other outdoor spaces to ensure a clean, safe, and well-maintained appearance.
- Operate and assist with the routine maintenance of groundskeeping equipment, including mowers, trimmers, blowers, and other related tools.

- Perform seasonal grounds maintenance, including spring and fall cleanup, snow and ice removal, and other weather-related responsibilities.
- Assist with general building maintenance, minor repairs, and preventive maintenance as assigned.
- Provide general support for College events and activities, including setup, breakdown, and related Facilities needs.
- Assist with the upkeep of Facilities equipment, vehicles, tools, and building systems.
- Follow all OSHA and other applicable regulatory agency guidelines and safety procedures, use required personal protective equipment, and report or safely correct unsafe conditions observed on College property.
- Maintain assigned work areas and Facilities resources in a clean, organized, and safe condition.
- Respond to changing priorities, complete assignments across Facilities functions as needed, and communicate concerns or additional needs to the supervisor.
- Perform other duties as assigned.

EQUIPMENT USED:

Equipment will include lawn mowers, string trimmers, leaf blowers, grounds and snow-removal equipment, hand and power tools, vehicles, ladders, shop equipment, material-handling equipment, and other tools required to complete assigned Facilities work. Employees may operate only equipment for which they are trained and authorized.

SAFETY EQUIPMENT:

Required safety equipment may include protective footwear, eye and hearing protection, gloves, hard hats, high-visibility apparel, fall protection, respiratory protection, and other specialized equipment appropriate to the assignment.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Valid New York State driver’s license required.
- Dependable and able to support seasonal operations, College events, emergencies, and inclement weather.
- Ability to follow written and verbal instructions, work independently and collaboratively, and adjust to changing priorities.
- Ability to work occasional early mornings, evenings, and weekends as operational needs require.

PREFERRED QUALIFICATIONS:

- Previous experience in groundskeeping, landscaping, lawn maintenance, or operating commercial mowing and trimming equipment.
- Working knowledge of grounds maintenance practices and the safe operation of hand tools, power tools, groundskeeping equipment, and snow-removal equipment.
- Basic skills in one or more areas of building maintenance, mechanical repair, or equipment maintenance.

PHYSICAL AND WORKING CONDITIONS:

- Ability to lift, carry, push, or pull up to 50 pounds, with or without reasonable accommodation.
- Ability to stand, walk, bend, kneel, climb, reach, and perform physical work for extended periods.
- Ability to work indoors and outdoors in varying weather conditions, including heat, cold, rain, and snow.
- Ability to work from ladders or at heights and in conditions involving noise, dust, moving equipment, and other hazards typical of Facilities operations, with appropriate training and protective equipment.

MOTOR VEHICLE REQUIREMENT: Due to the driving and travel requirements of this position, the employee is subject to the College's Motor Vehicle Use Policy and must authorize a Motor Vehicle Report upon hire. The authorization remains in effect throughout employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.