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**JOB POSTING**  
**OFFICE OF HUMAN RESOURCES**  
**September 20, 2022**

**POSITION:** General Maintenance

**DEPARTMENT:** Facilities

**REPORTS TO:** General Maintenance Foreman

**DIVISION:** Administrative Services

**GENERAL DESCRIPTION:** Under the direction of the General Maintenance Foreman, (or a trades person if assigned to assist them), assist in the maintenance, repair, or replacement of the plumbing, electrical or mechanical systems and facilities that are within the scope and responsibilities of the Facilities Department.

**SPECIFIC RESPONSIBILITIES:**

1. Duties may include, but are not limited to, replacing piping, fittings, and belts.
2. Lubricating and cleaning of mechanical equipment.
3. Minor metal fabrication and masonry.
4. From blueprints, sketches or verbal instructions, layout, and construct stud walls, which involves drywalling, window and door framing and the application of various finished, wall and floor coverings. This includes both rough carpentry and finished carpentry skills.
5. Maintain and keep all tools and equipment clean and ready to use. Report all tools that need repair or replacement due to damage that render the item unsafe to use.
6. Assist with other maintenance duties as needed. This includes, but is not limited to, snow removal, lawn mowing, the set up and dismantling of tables, chairs, and other items as needed.
7. Wear appropriate personal protective equipment as required to safely complete all duties/assignments.
8. Report or eliminate (if possible) any or all-unsafe conditions that are discovered or observed to the Director of Facilities or immediate supervisor.
9. Work within OSHA's and any other regulatory agency's guidelines.
10. Perform all other assignments as directed.

**EQUIPMENT USED:** All hand and power tools needed to perform the duties listed in the responsibilities above. These include but are not limited to grinders (all types), drill presses, power saw, oxyacetylene and electric welders and cutting equipment, ladders, scaffolding, and other equipment.

**SAFETY EQUIPMENT:**

\*Safety equipment includes, but is not limited to:

1. Eye protection (shield or goggles)
2. Hearing protection
3. Canvas/leather gloves
4. Confined space equipment
5. Rubber gloves
6. Hard hat
7. Steel toed safety shoes or boots
8. Full body harnesses

**QUALIFICATIONS:**

1. Must have a high school diploma or equivalent
2. Must have two (2) years of experience in maintenance and repair techniques of various mechanical equipment
3. Must possess basic carpentry skills
4. Must have valid New York State driver's license

**NOTE:** Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release for a Motor Vehicle Report upon hire. This release will remain in effect through the duration of employment unless revoked in writing. Motor Vehicle Report checks are conducted annually by the College.

**PHYSICAL REQUIREMENTS:** Must be able to lift heavy loads (up to 50lbs.) Must be able to work for extended periods while walking, standing, and bending. Must be able to work outdoors for an extended period in all types of weather.

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](mailto:humanresources@northeastcollege.edu)

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

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