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JOB POSTING
OFFICE OF HUMAN RESOURCES
January 17, 2023

POSITION: Groundskeeper

DEPARTMENT: Facilities

REPORTS TO: Groundskeeper Group Leader

DIVISION: Administrative Services

HOURS: Non-Exempt, Full-Time, 40 hours per week, Monday – Friday, 7:00 a.m. to 3:30 p.m. with a 30-minute unpaid lunch

DESCRIPTION: Under the direction of the Groundskeeping Group Leader, the groundskeeper will assist in maintaining the campus grounds so that they are clean, orderly and pleasant in appearance. Maintains the outdoor facilities as required. Provide snow removal services during the winter season. Provide assistance to other departments as needed.

SPECIFIC RESPONSIBILITIES:

1. Mow, trim, weed and water lawns.
2. Trim plants and shrubbery.
3. Empty and clean outdoor refuse containers.
4. Keep walks clean. This includes keeping them clear of snow and ice during the winter season.
5. Complete basic maintenance checks on all grounds equipment. This includes, but is not limited to cleaning, checking air filters, oil levels and mowing deck operations.
6. Changing oil and filters as needed.
7. Grease/Lubricate all equipment on a regular basis.
8. Clear plugged or obstructed road and sidewalk culverts.
9. Complete all other assignments as required.
10. Wear the appropriate personal protective equipment necessary to safely complete all duties/assignments.
11. Report or eliminate (if possible) any or all unsafe conditions that are discovered or observed to the Groundskeeping Group Leader or Director of Facilities.
12. Work within OSHA and any other regulatory agency guidelines at all times.
13. Complete all other assignments as required.

EQUIPMENT USED:

1. Hand and power mowers
2. Trucks (summer and winter usage)
3. Miscellaneous hand tools (rakes, shovels, picks, saws, drills, etc.)
4. Tractors
5. Trimming equipment
6. Snow blower

SAFETY EQUIPMENT:

Includes, but is not limited to:

1. Steel toed safety shoes or boots
2. Hard hat
3. Eye protection (glasses or goggles)
4. Gloves
5. Hearing protection

QUALIFICATIONS:

1. Must possess a valid New York State Driver's License.
2. Minimum of two (2) years of experience desired.
3. Familiarity with mechanical aspects of lawn care equipment and tools preferred.
4. Familiarity with landscaping, gardening, tree trimming preferred.
5. Must have a high school diploma or equivalent.
6. Must be able up to lift/ and or carry up to 50 lbs.
7. Must be able to work/ stand for prolonged periods of time on feet.
8. Must be able to work in adverse weather conditions for prolonged periods of time (hot, cold, etc.)

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.

BENEFITS:

- **Flexible Work Arrangements Available (*where applicable, based on position*)**
- **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**

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, including those belonging to groups that have been historically underrepresented in higher education.

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.