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**JOB POSTING
OFFICE OF HUMAN RESOURCES
September 7, 2022**

POSITION: Groundskeeper
DEPARTMENT: Facilities
DIVISION: Administrative Services
HOURS: Full-Time, Non-Exempt, Monday – Friday, 7:00 a.m. – 3:30 p.m.

General Description: Under the direction of the Head Groundskeeper, 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. Provides snow removal services during the winter season.

Specific Duties and 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 ground's 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. Wear the appropriate personal protective equipment necessary to safely complete all duties/assignments.
10. Report or eliminate (if possible) any or all unsafe conditions that are discovered or observed to the Head Groundskeeper or Director of Facilities.
11. Always work within OSHA and any other regulatory agency guidelines.
12. Assist other Facilities Department operations as needed.
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:

1. Includes, but is not limited to:
 - a. Steel toed safety shoes or boots
 - b. Eye protection (glasses or goggles)
 - c. Hearing protection
 - d. Hard hat
 - e. Gloves

Qualifications:

1. Must possess a valid New York State driver's license
2. Minimum of two years of experience desirable
3. Mechanically inclined preferred
4. Must have a high school diploma or equivalent
5. Must be able to lift up to 50 lbs.
6. Must be able to be on feet for extended periods of time
7. 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.

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.*

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