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**JOB POSTING**  
**OFFICE OF HUMAN RESOURCES**  
**April 29, 2026**

**TITLE:** Hybrid Custodian-General Maintenance Technician

**REPORTS TO:** General Maintenance Supervisor

**DEPARTMENT:** Facilities

**DIVISION:** Administrative Services

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**Salary information:** \$17.00 to \$19.00/hr.

Start date: June 1, 2026

**GENERAL DESCRIPTION:**

Complete daily cleaning duties of all College buildings as assigned and scheduled by the supervisor.

The General Maintenance Technician is responsible for the upkeep, repair, and general maintenance of all Campus facilities across multiple buildings. This position ensures a safe, functional, and welcoming environment for students, staff, and visitors by performing a wide range of tasks in the areas of electrical, plumbing, carpentry, HVAC, and general building maintenance.

**SPECIFIC RESPONSIBILITIES: ( CUSTODIAL)**

1. Sweep, mop, and scrub floors, stairs, and other surfaces.
2. Strip and wax or polish floors using heavy (industrial type) floor powered scrubber and buffer.
3. Vacuum carpets in offices and public areas.
4. Shampoo carpets periodically using shampooing/extraction machine.
5. Clean and dust furniture, computers and whiteboards, etc.
6. Clean and service public restrooms.
7. Clean public kitchens.
8. Clean light fixtures of dirt and flies.
9. Clean windows, windowsills, mirrors, and all other glass surfaces both interior and exterior
10. Empty trash receptacles and insert new trash liners. Remove collected trash to dumpster for disposal.
12. Clean and scrub gymnasium floor, Aerobics Room floor and Fitness Room floors
13. Clean and sanitize Fitness Room equipment.
14. Collect recycling
15. Report items that are in need of repair (doors, furniture, lights toilets, etc.), and conditions that present a hazard to the College community and its visitors.
16. Use cleaning products as instructed according to the manufacturer's instructions.

17. Use personal protective equipment as required by product instructions, OSHA and any other regulatory agency requirements, or as instructed by supervisory personnel.
19. Annual pressure washing and window cleaning.
20. Help with event set ups and office moves.
21. Other duties as assigned.

**SPECIFIC RESPONSIBILITIES:** ( General Maintenance Tech)

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 involve 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 renders 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. All other assignments as directed.

**EQUIPMENT USED:**

- \* All cleaning equipment, including but not limited to, brooms, mops, scrubbers, buffers, burnishes, vacuum cleaners, shampooer/extractor, dusters, man lifts, pressure washers. etc.

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:
  - Rubber gloves
  - Safety glasses
  - Rubber boots
  - Latex gloves
  - Face shield or safety glasses
  - Safety shoes (as needed)

**QUALIFICATIONS:**

1. Must have the ability to read, write, and follow oral and written instructions.
2. Some experience desirable
3. Prefer a high school diploma or equivalent.
4. Must have dependable transportation.
5. Must be able to lift up to 50 lbs., and work for extended periods of time on feet.

**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 50 lbs.) 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.

*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](mailto: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.*