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**JOB POSTING
OFFICE OF HUMAN RESOURCES
April 9, 2026**

TITLE: Temporary groundskeeper (Seasonal)

REPORTS TO: Grounds Group Leader

DEPARTMENT: Facilities

DIVISION: Administrative Services

STATUS: **May 11, 2026 to August 28, 2026 (16 weeks; 24-28 hours per week)**

Salary information: \$17.00/hr.

GENERAL DESCRIPTION: Under the direction of the Grounds Group Leader, maintains the campus grounds so that they are clean, orderly and pleasant in appearance. Maintains the outdoor facilities as required.

SPECIFIC RESPONSIBILITIES:

- * Mow, trim, and water lawns.
- * Plant, cultivate and trim plants and shrubbery.
- * Empty and clean outdoor refuse containers.
- * Complete basic maintenance checks on all grounds equipment.
- * Change oil and filters as needed.
- * Grease/Lubricate all equipment on a regular basis.
- * Clear plugged or obstructed road and sidewalk culverts.
- * Complete all other assignments as required.
- * Wear the appropriate personal protective equipment necessary to safely complete all duties/assignments.
- * Report or eliminate (if possible) any or all unsafe conditions that are discovered or observed to the Grounds Group Leader or Director of Facilities.
- * Work within OSHA and any other regulatory agency guidelines at all time.
- * Other duties as assigned.

EQUIPMENT USED:

- * Hand and power mowers and trimming equipment
- * Tractors and trucks
- * Miscellaneous hand tools (racks, shovels, picks, saws, drills, etc.)

SAFETY EQUIPMENT:

* Includes, but is not limited to:

- Steel toed safety shoes or boot
- Eye protection (glasses or goggles)
- Hearing protection
- Hard hat
- Gloves

QUALIFICATIONS:

- * Must possess a valid New York State Driver's License
- * Must have a high school diploma or equivalent

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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