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**JOB POSTING
OFFICE OF HUMAN RESOURCES
September 14, 2017**

POSITION: Groundskeeping Group Leader
DEPARTMENT: Facilities
DIVISION: Finance & Administrative Services
HOURS: Full-Time, Mon-Fri, 7:00 a.m. – 3:30 p.m.

GENERAL DESCRIPTION:

Supervise all groundskeeping staff and any other Facilities staff member when assigned to assist with groundskeeping work. Ensure that the aesthetics of the College's grounds are pleasant and well maintained and safe. Monitor and enforce the use of safety equipment by those under his/her supervision.

SPECIFIC RESPONSIBILITIES:

1. Direct and schedule work of groundskeepers and subcontractors involved in grounds related activities. Inspect work and make corrections of the work assigned to staff (work includes, but is not limited to refuse collection, mowing, pruning, trimming, cultivating, sweeping, and snow and ice removal.)
2. Design and install landscaped features (including but not limited to plant materials, patios, walkways and turf.)
3. Work in conjunction with subcontractors on grounds related activities. Consult, recommend and schedule work related to these activities.
4. Recommend and specify equipment, product purchases and allocations relating to grounds maintenance.
5. Inspect turf and ornamentals for disease and insects, apply pesticides when necessary according to labeled directions. Integrated Pest Management techniques are essential due to the nature of the customers.
6. Train staff in appropriate methods and techniques of horticultural science and equipment operation. Ensure that safety training is conducted and implemented according to College policy, state and federal safety guidelines. (OSHA Standards).
7. Maintain tools and equipment according to manufacturer's schedules and guidelines.
8. Assist other trades people when necessary with other facilities related activities.
9. All other duties as assigned.

QUALIFICATIONS: (preferred)

* Must possess a high school diploma or equivalent.

- * Degree in horticulture or related field desired or equivalent experience.
- * Two years of grounds management experience.
- * Verified N.Y.S. Certified Commercial Pesticide Applicators License or ability to obtain one within six months.
- * Valid N.Y.S. Driver's License.
- * Due to the nature of work, person must be prompt, dependable, flexible and adaptable.

PHYSICAL REQUIREMENTS:

- * Ability to lift heavy loads (up to 100 lbs.)
- * Work for long periods while walking, standing and/or bending.
- * Able to work outdoors in all seasons in all types of weather.

SAFETY EQUIPMENT:

Includes, but is not limited to:

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| * Steel-toed safety shoes or boots | * Chaps |
| * Safety glasses or goggles | * Hearing protection |
| * Gloves (various types) | * Hard hat |

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 upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter, 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: sbowman@nycc.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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