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JOB POSTING
OFFICE OF HUMAN RESOURCES
June 19, 2014

POSITION: PT General Maintenance Worker

DEPARTMENT: Levittown Health Center

DIVISION: Academic Affairs

HOURS: Part-Time, M-F, variable hours, approximately 10-15 hours per week, some Saturdays

GENERAL DESCRIPTION: The position of General Maintenance Worker is a part-time position designed to support and maintain NYCC’s Levittown facility and grounds so that they are clean, orderly and functional.

Function:
• Support the Mission of the College and the functions of its Levittown facility.
• Under the Direct Supervision of the Health Center Administrator.
• Collaborate with the Facilities Department, Office Manager and other members of the College faculty, staff, and administration.

SPECIFIC RESPONSIBILITIES:
• Fix items that are in need of repair (doors, furniture, lights, fixtures, equipment, etc.), and conditions that present a hazard to the Health Center/College community and its visitors. This may include but is not limited to small maintenance, improvement and repair projects such as minor painting, plumbing, electrical work, etc.
• Report items that are in need of repair/minor painting, etc. (doors, furniture, lights, fixtures, equipment, etc.), and conditions that present a hazard to the Health Center/College community and its visitors.
• Diagnostic abilities – capable of identifying items in need of repair/replacement and able to discuss and coordinate with outside vendors and NYCC Facility and Purchasing departments as needed.
• Maintain the outdoor facilities as required. This may include but is not limited to minor snow removal in front of entrances, minor trimming/landscaping work in conjunction with larger contracted services, some clean-up and/or other maintenance, improvement and repair projects that may arise.
• Use tools and cleaning products as instructed according to the manufacturer’s instructions.
• Store and maintain products and equipment in designated areas at the Center.
• Use personal protective equipment as required by product instructions, OSHA and any other regulatory agencies’ requirements, or as instructed by supervisory personnel.
• Other duties as assigned.

TOOLS and SUPPLIES USED:
• Miscellaneous hand tools (rakes, shovels, picks, saws, drills, etc.).
• Repair and building tools (hammer, drill, saw, screwdrivers, ladder, broom, shovel, hose and sprinkler, etc.).
• Paint, brushes and supplies.
• May utilize other inventory of tools and equipment that the Center has built.

SAFETY EQUIPMENT:
Safety equipment includes, but is not limited to:
- Work and/or rubber gloves
- Safety glasses
- Latex gloves
- Work boots (as needed)

Methods of Accountability:
- Verbal and written communications with Administrative Staff and Office Manager.
- Written feedback from students, faculty and staff and other College consumers.
- Annual performance evaluation.

Mental and Physical Requirements:
- Must have the ability to read and write, and follow oral and written instructions.
- Ability to maintain high degree of confidentiality and security.
- Professional demeanor.
- Must be able to lift up to 50 lbs. Must be able to work for extended periods while walking, standing, and bending. Must be able to work indoors and outdoors in all seasons.

Education, Training, and Experience:
- High school degree or equivalent required and previous experience desirable.

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: owatson@nycc.edu.

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