

Building and Grounds Coordinator

Join the region's Employer of Choice for professionals that are passionate about Healthcare and our Community!

Take a positive step in your career and join our team! Hospicare and Palliative Care Services is accepting applications for a Building and Grounds Coordinator position for our Tompkins County location, at 172 East King Rd. Ithaca, NY.

Summary:

The Grounds and Building Coordinator's major responsibilities include coordination, maintenance, and planning activities associated with the gardens, grounds, and building. Garden responsibilities are required for approximately eight months of the year.

This position reports to the Executive Director, or designee.

Responsibilities:

Garden and Grounds Responsibilities:

- Maintains and develops gardens and grounds
- Plants, mulches, weeds, edges, divides plants, waters, prunes, etc.
- Applies deer and other repellents, insecticides, and fungicides as appropriate
- Shovels snow, applies ice-melt, and places buckets of salt in entrances as needed
- Maintains and develops ponds (pump care, dividing, repotting)
- Installs memorial pavers, benches, trees, and plaques

Building Maintenance Responsibilities:

- Prioritizes and fulfills maintenance requests
- Researches and solves building problems; calls service providers as needed
- Coordinates yearly inspections
(Sprinkler system, Elevator, Generator, HVAC system, Fire Equipment, Town of Ithaca Code Enforcement)
- Performs routine equipment maintenance and assesses maintenance problems
(Air and water filters, batteries, air vents, time switch of clocks, timers, thermostats, checks appliances, light fixtures/bulbs, doors and cabinets, etc.)
- Oversees and maintains files for warranties, contracts, records of repairs
- Organizes and maximizes use of storage spaces and sorts, rearranges, and removes items no longer needed for disposal or donation
- Creates and installs signs, labels, diagrams and instructions to make equipment and organizational systems safe, effective, and user friendly.

Benefits:

• ***Health Insurance the 1st of the month after hire***

- Healthcare Coverage choices: 3 Preferred Provider Organizations (PPO) plans and 3 High Deductible Health Plans (HDHP)
- Dental: 3 plans
- Vision: 4 plans
- Enhanced or Basic Accident Insurance
- Enhanced Critical Illness Insurance
- Telemedicine
- Wellness by Choice
- Employee Life Insurance & AD&D
- Short Term Disability
- Long Term Disability
- Identity Theft Protection
- Flexible Spending Account or Health Saving Account

Generous time off package:

- Vacation time is available for use after six months.
- Sick time (12 days per year) Pro-rated
- Personal time (5 days per year) are available for use after three months. Pro-rated
- Paid holiday time may be used immediately upon hiring. Pro-rated

Secure your Future with Hospicare's Retirement Plan with employer contribution after 12 months with no vesting period.

