

**Erie County Health Department
Erie County Community Health Center
Job Posting #2026-62
Equal Opportunity Employer**

Position: Grounds Maintenance

Division: Grants, Facilities and Aquatics

Contact Person: Jennifer Fresch, Human Resources

FLSA Classification: Non Exempt

Salary: Commensurate with experience (Range:18.50-27.00)

Working Hours: Full Time. 8:00 a.m. – 4:30 p.m. Monday through Friday
Evenings, weekends, & holidays may be required based on Agency need.

Posting Opens: Thursday, August 13, 2026

Posting Closes: Thursday, December 31, 2026, at 4:30 p.m. or until filled

Qualifications

- High school diploma or GED.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.c, 700.b, and 200.c certifications within one month of employment.

Major Responsibilities

Maintains outside grounds at all facilities in a manner that supports the mission of the Erie County Health Department/Erie County Community Health Center.

Essential Functions

Under general supervision and/or as part of the Facilities team, performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Outside/exterior of buildings and grounds:
 - Landscaping maintenance to include mowing grass, edging walkways, weed removal, edging mulch beds, mulching, tree trimming, bush trimming, and watering plants.
 - Daily monitoring of parking lot to include litter removal and removal of branches.
 - Daily building checks to include all exterior surfaces (damage).
 - Annually pressure washing of sidewalks and brick walls.
 - Waterproofing brick/mortar joints annually.
 - HVAC unit checks to include ground and roof top units.
 - Roof inspection monthly, as needed.
 - Generator maintenance liaison.
 - Window seals/caulk, cleaning
 - Gutter maintenance/gutter cleaning, downspout maintenance.
 - Fascia maintenance.
 - Flag pole daily.
 - Snow removal/salting.
 - Outside lights and signage on buildings.
 - Outside security system maintenance.
 - Emerging issues.

- Build a complete schedule of services to be performed on a continual basis.
- Interviews internal and/or external customers to establish program-specific documentation and/or identify services needed.
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health.
- Provides specialized and/or technical agency and program specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers.
- Documents facility needs, upgrades and maintains records for such.
- Makes changes in work assignments according to fluctuating needs.
- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to bloodborne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- Assists with programs' compliance with state and federal regulations and standards of care and practice.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Researches and analyzes materials, information and programs, provides technical information and advice to management staff in decision making.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides technical and administrative support to Agency's quality improvement performance management, and evaluation activities.
- Answers telephones; screens calls, responds to inquiries and/or refers callers to appropriate agencies or divisions.
- Under general supervision, compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
- Process mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Erie County Health Department policy in the collection, maintenance, use and dissemination of data and information.
- Performs all administrative, technical activities related to Administrative Services Division and/or program purchasing according to Agency policies and procedures.
- Perform accurate numerical calculations.
- Identifies funding opportunities and new program areas to match Agency priorities using research tools.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Drives the mobile health vehicle as needed
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Greets visitors and patients in a friendly, competent, professional and informed manner.
- Responds to questions with timely, accurate and complete information.
- Answers and redirects incoming calls as appropriate.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the Agency's vision, mission, and core values.
- Knowledge of skilled trades and associated processes.
- Knowledge of the core functions and essential services of public health.

- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Knowledge of government structure and process.
- Reads and comprehends medical terminology, manuals, and records.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with patients, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.
- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Touch typing/keyboarding and touch ten-key; both with speed and accuracy.
- Working knowledge of Windows personal computer, Microsoft Word and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Criminal background verification required.
- Ability to time budget in areas of workforce development and Agency duties.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

Working Conditions

- General office setting in health department facilities.
- Work performed is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: ☐ None ☐ Low ☐ Medium ☒ High

Qualified Applicants

Qualified applicants should visit www.eriecohealthohio.com where current job postings can be viewed, and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 4:30 p.m. on December 31, 2026. EOE/AA/ADA

Approved for Content & Posting *Peter J. Schuler MDH, RPHS* Date *8/13/2024*
Erie County Health Commissioner