



**Public Health**  
Prevent. Promote. Protect.

Canton City Health District

<b><u>Job Information</u></b>			
<b>Job Title</b>	Air Pollution Control Technical Assistant – Part-time		
<b>Job Description</b>	<p>The Canton City Health District seeks a dependable, highly detailed, and motivated person to fill their Air Pollution Control (APC) Technical Assistant position. A person in this position will provide support to the APC program by performing various office, field and other duties as assigned under supervision. Repetitious work is expected to be performed independently with some supervision. This position will be under the supervision of the Air Pollution Control Administrator.</p> <p>Daytime and weekday hours only. 30 hours per week averaged annually.</p>		
<b>Job Location</b>	Canton, Stark County, Ohio (office address listed in contact section)		
<b>Salary</b>	\$17.79 per hour	<b>Type of Job</b>	Part Time
<b>Posting Date</b>	01/23/2018	<b>Expiration Date</b>	02/23/2018
<b><u>Job Requirements</u></b>			
<b>Education</b>	<p>Must meet one of the following:</p> <ul style="list-style-type: none"> <li>• Associated degree in job target area; or</li> <li>• Currently enrolled in a College or University pursuing a degree in job target area with a minimum of one year successfully completed.</li> </ul>	<b>Job Targets Wanted</b>	Environmental science, engineering, chemistry, physics, biology, physical sciences, or related.
<b>Job functions</b>	<p>Job functions for this posting include:</p> <ul style="list-style-type: none"> <li>• 40%: Air Monitoring duties: Perform air monitoring duties including: routine cleaning of monitoring equipment; site maintenance such as grass trimming, cleaning, painting; routine filter sample collection and setup; routine filter sample shipment; routine filter preparation; other routine tasks and assisting other staff.</li> <li>• 20%: Data and records handling: Review and evaluate data/records; data entry into databases; scanning and organizing records; preparing records for disposal. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2), internal complaint database (CID2), and various internal spreadsheets.</li> <li>• 20%: Complaint program and Outreach: Pursue routine open burning investigations with the objective of identifying legitimate complaints, identifying violations, and explaining regulations to the community. This includes inspections of residential properties and communicating both orally and in writing. Requires use and understanding of internal complaint database (CID2).</li> <li>• 15%: Facility Inspection: Perform or assist other staff in various permitted facility inspections including Full Compliance Evaluations (FCEs), complaint investigations, opacity observations, and stack test observations. Also includes conducting field surveillance to identify operating facilities which may not have permits. This includes inspections of commercial and industrial facilities, which may include support of Ohio EPA permit system requirements, and communicating both orally and in writing. Requires use and understanding of Ohio EPA statewide facility tracking system</li> </ul>		



**Public Health**  
Prevent. Promote. Protect.

Canton City Health District

	<p>(STARS2).</p> <ul style="list-style-type: none"> <li>5%: Clerical: Prepare and track mailings through use of DAPC eCorrespondence Tracker; preparing meeting minutes; intake and distribute mail; obtaining supply price quotes</li> </ul> <p>Work Environment:</p> <ul style="list-style-type: none"> <li>Daily work environment includes both general office setting and field setting (industrial, commercial, residential and outdoors). Also includes driving City vehicle to field destinations. All work requires mental focus.</li> </ul>		
<p><b>Special Skills Wanted</b></p>	<ul style="list-style-type: none"> <li>Ability to drive and have valid Ohio driver's license with good driving record.</li> <li>Must be computer proficient and able to work efficiently in a heavily computerized PC environment using various Office Suite and database applications, including web-based collaboration tools, email, etc.</li> <li>Must have the ability to perform inspection duties in field setting. Must have the following minimum abilities to perform inspection duties: lift/hoist 50 pounds or more; carry field equipment; walk on uneven/unimproved surfaces for long periods of time; climb ladders and stairs; work at substantial heights; and tolerance of extreme outdoor weather conditions</li> <li>Ability to follow complex directions</li> <li>Ability to communicate well</li> <li>Ability to work well with the regulated community, public, and other employees</li> </ul>		
<p><b>Experience Wanted</b></p>	<p>No work experience required. On-the-job training will be provided.</p>		
<p><b><u>Company Information</u></b></p>			
<p><b>Company Name</b></p>	<p>Canton City Health Department</p>	<p><b>Web Site</b></p>	<p>www.cantonhealth.org</p>
<p><b>Company Description</b></p>	<p>Local public health department</p>	<p><b>Equal Opportunity Employer</b></p>	<p>Yes</p>
<p><b><u>Contact Information</u></b></p>			
<p><b>Contact</b></p>	<p><b>Name:</b> Terri Dzienis  <b>Title:</b> APC Administrator  <b>Address:</b> 420 Market Avenue, North  Canton, OH 44702  <b>Phone:</b> 330-438-4640  <b>Fax:</b> 330-489-3335</p>		
<p><b>Application Instructions</b></p>	<p>Submit resume and college transcripts to Terri Dzienis either via email to tdzienis@cantonhealth.org or fax to (330) 489-3335. Please reference this job title in email or on fax cover sheet. Review of applicants will begin immediately.</p>		

**Part Time Job Posting**