



Public Health
Prevent. Promote. Protect.

Canton City Health District

Position Description

Canton City Health District
DRAFT

Position Title:	Public Health Technician		Position #:	898
Working Title:	Public Health Technician		CS Status:	Non-exempt
Division or Unit:	OPHI/EH		Reports to:	Varies
Employment Status:	Part-time	Pay Grade:	PT11	FLSA Status: Unclassified
Funding Source:	PHEP (2328), EH General Fund (1001 307001) or other appropriate fund.			

Position Summary: A person of this class is responsible for conducting a variety of public health field or office duties under the supervision of a Registered Sanitarian, or other supervisory staff at the department. Duties may include the inspection of facilities, responding to complaints, investigation of mosquito and rodent complaints, sample collection including the collection of mosquitoes and birds, application of pesticides for control of mosquito and animal vectors, research, office duties, updating HAN (Health Alert Network) and other duties that may be assigned.

Essential Duties and Responsibilities: 100%

- Conduct inspections under the direction of supervisory staff.
- Conduct rodent, mosquito and vector control needs assessments by surveying public and private property including application of pesticides.
- Record data on appropriate form/log and prepare basic correspondence, memos and reports
- Update the Health Alert Network (HAN) and other department resources.
- Assist in nuisance cleanup and recycling center operations.

Other Duties and Responsibilities:

- Other duties as assigned.

Minimum Qualifications:

- High school diploma or equivalent. Preference will be given if the person is enrolled in a college or university or has previous experience in the field of public health.
- Must have a valid Ohio driver’s license with a good driving record.

Preferred Qualifications: n/a

Minimum Credentials: n/a

Key Competencies: The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1A3, 1A4, 1A5, 1A6
- Policy Development and Program Planning Skills: 2A2, 2A6, 2A8, 2A10
- Communication Skills: 3A2, 3A4, 3A5
- Cultural Competency Skills: n/a
- Community Dimensions of Practice Skills: 5A4, 5A6, 5A7
- Public Health Sciences Skills: 6A1

- Financial Planning and Management Skills: 7A3, 7A9, 7A11
- Leadership and Systems Thinking Skills: 8A1, 8A9

Canton City Health District has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

- Work Environment:**
- A person of this classification will be expected to respond to public health emergencies
 - A person of this classification may be required to work with restricted pesticides and other chemicals. Use of appropriate personal protection equipment may be required, including the use of respirators and other protective equipment.
 - A person of this classification may work in a field environment that may include climbing of ladders, walking on unimproved land such as fields, carrying of field equipment, exposure to inclement weather, and other hazards associated with an outdoor environment.
 - This job may require scheduling of duties at night or other non-traditional work hours
 - Limited travel may be required.
 - Office setting includes sitting for long periods of time and viewing a computer screen for long periods of time
 - Should have the ability to lift/hoist 25 pounds.

Approval: This position description was approved by the Board of Health on: April 23, 2018

Revision History: Dates of prior approved versions: _____

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name