



# Position Description

<b>Position Title:</b>	Air Pollution Control Technical Assistant		<b>Position #:</b>	801
<b>Working Title:</b>	APC Technical Assistant		<b>CS Status:</b>	Non-classified
<b>Division or Unit:</b>	Air Pollution Control (APC)		<b>Reports to:</b>	APC Administrator
<b>Employment Status:</b>	Part-time	<b>Pay Grade:</b>	PT3	<b>FLSA Status:</b> Non-exempt
<b>Funding Source:</b>	Ohio EPA APC contract funded with anticipated annual renewal			
<b>This position description was last approved by the Board of Health on:</b>			January 22, 2018	

**Position Summary:** Responsible to function at the professional and technical level to support air pollution control program for Stark County, Ohio. The APC Technical Assistant provides support to the APC program by performing various office, field and other duties as assigned under supervision. This individual is a dependable, highly detailed, and motivated person. Repetitious work is expected to be performed independently with some supervision.

**Essential Duties and Responsibilities:**

- 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.
- 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.
- 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).
- 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 (STARS2).
- 5% Clerical: Prepare and track mailings through use of DAPC eCorrespondence Tracker; preparing meeting minutes; intake and distribute mail; obtaining supply price quotes.

**Other Duties and Responsibilities:**

- Various other duties as assigned by the Air Pollution Control Administrator or designee.

**Minimum Qualifications:**

- Must meet one of the following qualifications:
  - Associates degree in environmental science, engineering, math, chemistry, physics, biology, physical sciences, or related field
  - Currently enrolled in a College or University pursuing a degree in an above-mentioned field with a minimum of one year successfully completed.

- 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.

**Preferred Qualifications:**

- n/a

**Minimum Credentials:**

- The following credentials must be acquired and maintained prior to initial hire:
- Valid Ohio driver's license with good driving record

The following credentials must be acquired and maintained. These credentials are not required upon initial hire, but are required to be acquired after hiring within 6 months. Training will be provided for these credentials:

- Method 9 Visible Emissions certification

**Key Competencies:**

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

- Analytical and Assessment Skills: 1A3, 1A4, 1A5, 1A6, 1A7, 1A8, 1A9, 1A10, 1A14
- Policy Development and Program Planning Skills: 2A1, 2A2, 2A4, 2A6, 2A7, 2A8, 2A10, 2A11
- Communication Skills: 3A2, 3A4, 3A5, 3A6, 3A7
- Cultural Competency Skills: 4A4
- Community Dimensions of Practice Skills: 5A1, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9
- Public Health Sciences Skills: 6A4, 6A5
- Financial Planning and Management Skills: 7A1, 7A3, 7A6, 7A10, 7A11, 7A12, 7A13
- Leadership and Systems Thinking Skills: 8A1, 8A6, 8A7, 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

The following Professional Competencies from the MARAMA National Air Quality Training Project (March 2012) apply to this position:

- Introduction to Air Pollution Control: S1.1.1-S1.1.5
- Ambient Monitoring, QA/QC, & Data Analysis: S2.1.1, S2.1.4, S2.1.6, S2.1.7
- Inspection and Enforcement: S7.1.1, S7.1.3, S7.1.4, S7.1.5, S7.1.11

**Work Environment:** • This position is classified as part-time. Therefore, it is limited to an annual average of 30 work  
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hours per week.

- This position is limited to daytime and weekday work hours only
- 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.
- Office setting includes sitting for long periods of time and viewing a computer screen for long periods of time; standing at work bench to complete detailed record review/scanning and equipment cleaning using fine motor skills and vision; and exposure to constant noise from running equipment.
- 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.
- Work performed may be subject to challenging interactions with community members.
- Occasional same day travel will be required to other area offices, the Ohio Environmental Protection Agency, and other trainings and meetings. Occasional overnight travel may be required for trainings and meetings.

**Approval:** This position description was approved by the Board of Health on: **January 22, 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