



Position Description

Canton City Public Health
FINAL

Position Title:	EH Public Health Technician		Position #:	NEW
Working Title:	EH Public Health Technician		CS Status:	Unclassified
Division or Unit:	Environmental Health		Reports to:	EH Director
Employment Status:	Part-time	Pay Grade:	PT1	FLSA Status: Non-exempt
Funding Source:	Solid Waste Fund – Recycle Center			
This position description was last approved by the Board of Health on:			January 25, 2021	

Position Summary: Assists with nuisance abatement activities to remove trash and other materials from property lots **AND** assists in the daily operation of the Canton Recycle Center. Effectively communicates with staff and customers in a professional manner. Collects, sorts, separates and packs household hazardous waste for shipping. Cleans and maintains facilities. Adheres to all personnel and safety protocols as outlined in Canton City Public Health Policies and Procedures, as well as Canton Recycle Center Standard Operating Procedures.

- Essential Duties and Responsibilities:**
- 60%
 - Assist Environmental Health staff in nuisance abatement activities such as removing trash, garbage, rubbish, and debris, furniture, mattresses, tires, animal and human waste, expired animals and used hypodermic needles from residential, municipal and vacant properties.
 - Lift and load items into dump trucks.
 - Drive and unload dump truck at waste management company.
 - Follow EPA recommendations and guidelines to safely remove and dispose of used needles/sharps.
 - Work with community service sanctioned personnel.
 - Safely operate a backhoe.

 - 35%
 - Check in customers.
 - Safely unload customer vehicles of household hazardous waste, tires, televisions, appliances, electronic waste, scrap metal and other recyclable materials.
 - Read and interpret product labels efficiently and accurately.
 - Properly and safely collect, sort and pack household hazardous waste for shipment in compliance with Federal regulations.
 - Maintain facility (cleaning, mowing, snow removal).
 - Work with Canton City and Stark-Tuscarawas-Wayne Recycling personnel.
 - Safely operate a forklift, dump truck and other equipment.

 - 5% Other duties as assigned.

Other Duties and Responsibilities:

- Provide support functions in response to public health emergencies. Other general labor duties may be assigned as needed.

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- Minimum Qualifications:**
- High school diploma or GED.
 - Have and maintain a valid Ohio driver’s license AND dependable transportation to get to and from work.
 - Good verbal and written communication skills with ability to follow instructions, policies, procedures, and safety requirements.
 - Ability to lift 75 pounds.
 - Ability to use email and text messages.
 - Ability to favorably represent Canton City Public Health and the Canton Recycle Center to the public.
 - Ability to provide excellent customer service to the public.
 - Must be able to wear an assigned and fit-tested respirator.
 - Ability to works productively in groups and independently with minimal supervision.

- Preferred Qualifications:**
- Current forklift certification.
 - Experience operating a dump truck and small gas-powered equipment such as mowers and trimmers.
 - Good computer skills with knowledge of Microsoft Office 365 applications.

- Key Competencies:** Canton City Public Health 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

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

- Work Environment:**
- Work environment is in an industrial and outdoor setting.
 - Exposure to inclement outside weather, including excessive heat, cold, rain and snow will be required.
 - Physical work daily, including the ability to lift 75 pounds.
 - Ability to walk on uneven/unimproved surfaces for long periods of time; climb stairs; tolerance of outdoor weather and temperature conditions.



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- Daily operation of small power equipment, forklift, large pickup trucks and dump trucks.
- Regular interaction with customers, staff and community partners.
- Use of appropriate personal protection equipment and safety gear is required, including the use of a respirator.
- Work performed may be subject to challenging customer service interactions with community members.

Approval: This position description was approved by the Board of Health on: **01/25/2021**

Revision History: Original Approval

Employee Statement:

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

Employee Signature

Date

Printed Name