



Part Time Job Posting

Job Information			
Job Title	Air Pollution Control Technician – Part-time, Summer Season		
Job Location	Air Pollution Control Division of Canton City Public Health Canton, Stark County, Ohio		
Salary	\$9.52 per hour	Type of Job	Part Time, Seasonal
Posting Date	4/18/2019	Expiration Date	5/3/2019
Job Summary	<p>The Canton City Public Health seeks a dependable, highly detailed, and motivated person to fill their Summer Air Pollution Control (APC) Technician position. A qualified candidate will be currently enrolled in a College or University pursuing a Bachelor’s degree in environmental, engineering, science, math, or related technical field with a minimum of one year successfully completed. A person in this position will provide support to the APC program by completing various projects with a focus on record review and scanning, data entry, data evaluation, and small source outreach field work. A person in this position will also shadow existing APC staff to experience the scope of the APC program involving some field work. This position will be under the supervision of a delegated APC Engineer and the Air Pollution Control Director.</p>		
Job Work Schedule	<p>Daytime and weekday hours only. Maximum of 30 hours per week for a maximum of 12 weeks. Earliest possible start date is 05/21/2019 and is flexible based on class schedule.</p>		
Job Responsibilities	<p>Job functions for this posting include:</p> <ul style="list-style-type: none"> • Data and records handling: Review data/records, collect data, evaluate data/records, data entry from records into databases; scanning/saving records, organizing records; shredding records • Field Duties: Field surveillance of small sources and outreach/education of regulated community. • Office and storage areas organization, which includes records, equipment, and objects relocation and packaging. • Shadowing existing APC staff to experience the various portions of the APC Program, which includes at a minimum, ambient air monitoring, complaint inspections, stack test observations, and permit facility inspections <p>On-the-job training will be provided.</p>		
Job Work Environment	<p>Majority of work will occur in an office setting working with computers. Some field work is expected.</p>		
Job Benefits	<p>Paid sick time.</p>		

**Job Minimum Qualifications, Credentials, and Skills**

Education	High school diploma and 1 year of college level education completed and currently enrolled in a College or University pursuing a Bachelor's degree in environmental, engineering, science, math, or related technical field.		
Credentials	N/A		
Special Skills Wanted	<ul style="list-style-type: none"> • Ability to follow complex directions • 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. • Ability to communicate well • Ability to work well with the regulated community, public, and other employees • Ability to drive and have valid Ohio driver's license with good driving record. 		
Experience Wanted	No work experience necessary.		
Desired Availability	Earliest possible start date is 05/21/2019 and is flexible based on class schedule.		
<u>Company Information</u>			
Company Name	Canton City Public Health	Web Site	www.cantonhealth.org
Company Description	Local public health department	Equal Opportunity Employer	Yes
<u>Contact Information</u>			
Contact	<p>Name: Terri Dzienis Title: APC Director Address: 420 Market Avenue, North Canton, OH 44702 Phone: 330-438-4640 Fax: 330-489-3335 Email: tdzienis@cantonhealth.org</p>		
Application Instructions	Complete and submit the part-time job application along with resume and dates of availability to above contact either via email or fax. Please reference this job title in email or on fax cover sheet. Review of applicants will begin immediately.		