

Position Description

Position Title:	Air Pollution Control Technician PT			Position #:	851
Working Title:	APC Technician PT			CS Status:	Classified
Division or Unit:	Air Pollution Control (APC)			Reports to:	APC Administrator
Employment Status:	Part Time, Seasonal	Pay Grade:	PT11	FLSA Status:	Non-exempt
Funding Source:	Ohio EPA APC contract funded with anticipated annual renew.				
This position description was last approved by the Board of Health on:				April 24, 2020	

Position Summary: The APC Technician 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. This position is under the supervision of the APC Administrator or their designee.

Essential Duties and Responsibilities:

- 50% 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
- 20% Field duties: Field surveillance of small sources, complaint investigations, and outreach/education of regulated community
- 10% Office and storage areas organization, which includes records, equipment, and objects relocation and packaging.
- 10% Permitting: Small source permitting including PBRs and general permits, emission estimations and de minimis determinations
- 6% 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.
- 2% Perform City vehicle safety inspections on a regular basis and take vehicle to be serviced as needed.
- 2% Perform monitoring site maintenance of grass trimming and building cleaning

Other Duties and Responsibilities:

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

Minimum Qualifications:

- 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.
- 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.
- Must have a valid Ohio driver's license with good driving record

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

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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: 6A3, 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

No Professional Competencies apply to this position.

Work Environment:

- This position is classified as part-time and seasonal. Therefore, it is limited to 30 work hours per week average, and a maximum of 12 weeks per year. This position is typically filled during the summer months.
- This position is limited to daytime and weekday work hours only.
- Daily work environment includes both general office setting (temperature controlled) 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 or scanning using fine motor skills and vision; and exposure to constant noise from running equipment.
- Must have the ability to perform inspection duties in the field outdoors. Must have the following minimum abilities to perform these inspection duties: lift/hoist 50 lbs 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.

Approval: This position description was approved by the Board of Health on: **April 24, 2017**

Revision History: Dates of prior approved versions: 6/29/2012



Position Description

Canton City Public Health
FINAL

Employee Statement:

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

Employee Signature

Date

Printed Name