



<u>Job Information</u>			
Job Title	Air Pollution Control Technician – Part-time, Summer Season		
Job Description	<p>The Canton City Health District 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 and data evaluation. 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 the Air Pollution Control Administrator.</p> <p>Daytime and weekday hours only. 30 hours per week for a maximum of 12 weeks. Earliest possible start date is 05/23/2017 and is flexible based on class schedule.</p>		
Job Location	Canton, Stark County, Ohio (office address listed in contact section)		
Salary	\$9.52 per hour	Type of Job	Part Time, Seasonal
Posting Date	4/24/2017	Expiration Date	5/5/2017
<u>Job Requirements</u>			
Education	High school diploma and 1 year of college level education completed	Job Targets Wanted	Environmental, Engineering, Science, Math, or related.
Job functions	<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• 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>Majority of work will occur in an office setting working with computers. Some field work is expected.</p> <p>On-the-job training will be provided.</p>		
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.		



Public Health
Prevent. Promote. Protect.

Canton City Health District

800-017-06-F_Part Time Job Posting Template

Experience Wanted	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. No work experience necessary.		
<u>Company Information</u>			
Company Name	Canton City Health Department	Web Site	www.cantonhealth.org
Company Description	Local public health department	Equal Opportunity Employer	Yes
<u>Contact Information</u>			
Contact	Name: Terri Dzienis Title: APC Administrator Address: 420 Market Avenue, North Canton, OH 44702 Phone: 330-438-4640 Fax: 330-489-3335		
Application Instructions	Submit resume and dates of availability either via email to callen@cantonhealth.org or fax to (330) 489-3335. Review of applicants will begin immediately.		

Part Time Job Posting