

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: March 6, 2012
NO: M8-12

CLASSIFICATION TITLE
APC MONITORING & INSPECTION TECHNICIAN
(Canton City Health Department)
(City Residency Not Required)

SALARY RANGE
\$43,419 - \$60,787

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application must be on file no later than **Thursday, April 5, 2012 at 4:30 p.m.** Applicants MUST submit a copy of their valid State of Ohio Driver's License, a current, detailed resume and college transcripts (unofficial will be accepted).

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15 – 20 minutes in length. The interview will measure communication skills, experience base and knowledge of air pollution control and other related areas.

This is an open examination. To be eligible for the position under this examination, all applications must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License. Applicant shall have no felony convictions.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Applicant must have valid Ohio driver's license with good driving record; must have graduated from an accredited college or university with at least a Baccalaureate Degree in environmental science, electronics, mathematics, physical sciences, or related field; 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; must have the ability to perform inspection duties in the field outdoors; must have the following minimum abilities to perform these inspection duties: lift 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 inclement outdoor weather conditions.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed. Examples of skills that are needed to perform this job include: ability to record, organize, analyze and present data with scientific accuracy and thoroughness with attention to detail; ability to accurately perform arithmetic and algebraic calculations; ability to use

desk calculator, tables, charts, and other aids for data manipulation; ability to communicate clearly and concisely, both orally and in writing; ability to interpret and apply Federal and State regulations, procedures, policies and into all aspects of the work; mechanical and electrical aptitude; ability to effectively interact and communicate with complainants and management of industrial facilities to be inspected; ability to read and interpret basic engineering drawings or process flow diagrams; ability to follow procedures, being careful to perform all required steps; ability to obtain basic knowledge of commercial or industrial processes relevant to air pollution problems (e.g. paint spraying, dry cleaning, incineration, combustion equipment, etc.); proficiency in PC operation and use of email, internet browsers, spreadsheets, databases, and word processing software and other web-based collaboration tools; self motivated and disciplined; ability to deal with the public.

OTHER

This is a full-time salary, classified FSLA exempt position. A person of this classification will be expected to respond to public health emergencies and may be required to work with hazardous materials like asbestos, lead, and compressed gases. Use of appropriate personal protection equipment may be required, including the use of respirators and other protective equipment. This job may require scheduling of duties at night, on weekends, or other non-traditional work hours. Training may be required to provide the skills and knowledge necessary to perform specific tasks to which the individual is assigned, which will be provided by the Canton City Health Department. Travel will be required to other area offices, the Ohio Environmental Protective Agency, the Ohio Department of Health, and other trainings and meetings. Some out of state travel may be required.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site only upon presentation of their valid State of Ohio driver's license or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

DUTIES

The APC Monitoring & Inspection Technician is response to function at the professional level to support the implementation of Federal and Ohio EPA regulations and guidelines in support of the Clean Air Act in Stark County. An individual of this classification performs various duties related to field activities and ambient air monitoring work, and to enforce Air Pollution Control Rules and Regulations through inspections of surveillance activities.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**