

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: October 13, 2015
NO: M20-15

CLASSIFICATION TITLE

AIR POLLUTION CONTROL MONITORING & INSPECTIONS TECHNICIAN
(Canton City Health Department)
(City Residency Not Required)

SALARY RANGE

Starting Salary \$43,419
Range Maximum \$64,873

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 **Friday, November 13, 2015 at 4:00 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).

TECHNICAL KNOWLEDGE WRITTEN EXAMINATION

Subsequent to the filing of the application, the candidate will be assigned an examination time and date.

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

SCOPE: The written examination will consist of questions related to the topics of mathematical operations, law interpretation, and mechanical/electrical drawing interpretation and will measure attention to detail and logical reasoning skills. The examination has a time limit of 90 minutes in length.

CANDIDATE EVALUATION

Each candidate will be evaluated on a point system based on their education and experience.

Scoring and ranking of applicants will be based on a combination of the Technical Knowledge Written Exam and points assigned as a result of the candidate evaluation.

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.

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, chemistry, physics, biology, 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 and email. Desired, but not required is: Some work experience in environmental inspections (asbestos, phase I, phase II, etc.) and some work experience in environmental electronic/mechanical equipment operations and maintenance (continuous emissions monitor, stack testing, landfill gas monitor, etc.)

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%.

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 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, guidance and contract requirements into all aspects of work; ability to effectively interact and communicate with citizens, 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 accurately perform all required steps; ability to apply technical instructions to mechanical and electrical troubleshooting, diagnosis, repair, and maintenance of equipment; ability to identify, analyze, and solve problems; ability to apply independent judgment within established procedural guidelines; ability to obtain basic knowledge of commercial or industrial processes relevant to air pollution problems (e.g. paint spraying, dry cleaning, incineration, combustion equipment, roadway dust, etc.); proficiency in personal computer (PC) operation and the 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, ability to drive vehicles safely; ability to work well with co-workers; ability to work under public scrutiny and to act professional at all times. Must have the following minimum abilities to perform these inspection duties: mental focus; 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 weather conditions.

OTHER

This is a full-time salary, classified FSLA exempt position. A person of this classification will be required to work with hazardous materials like asbestos, lead, and compressed gases if those duties are assigned. Use of appropriate personal protection equipment will be required, including the use of respirators and other protective equipment. Must have ability to wear a respirator to perform these duties. This job may require scheduling of duties at night, on weekends, or other non-traditional work hours; though primarily scheduled during normal business hours. 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******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the president of the United States or an act of congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of two (1) year 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 & Inspections Technician is responsible to function at the professional and technical level to support the implementation of Federal and Ohio EPA regulations and guidelines that apply to air pollution issues in Stark County. An individual of this classification performs various duties related to field surveillance activities and operation of ambient air monitoring network. Perform a variety of administrative and field activities in support of enforcement operations including routine inspections, complaint handling and investigation, identification of violations and application of appropriate enforcement procedures. Repetitious work is expected to be performed independently with supervision needed only on unusual problems. Essential duties include, if assigned: 40% Ambient air monitoring operator; 18% asbestos program; 16% complaint program; 12% enforcement program; 8% stack test program; 2% anti-tampering; 2% open burning permissions program; and 2% city vehicle safety inspections. All duties are explained in more detail in the position description on file.

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

