



**PublicHealth**  
Prevent. Promote. Protect.

Canton City Public Health

# Position Description

Canton City Public Health  
FINAL

<b>Position Title:</b>	Air Pollution Control Director		<b>Position #:</b>	835
<b>Working Title:</b>	APC Director		<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Air Pollution Control		<b>Reports to:</b>	Health Commissioner
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	R8	<b>FLSA Status:</b> Exempt
<b>Funding Source:</b>	Ohio EPA APC contract funded with anticipated annual renewal			
<b>This position description was last approved by the Board of Health on:</b>			January 24, 2022	
<b>Approved last by the Canton Civil Service Commission:</b>				

**Position Summary:** A member of the Canton City Public Health senior management team, this position provides leadership, oversight, and program management for the Air Pollution Control (APC) Division/Program. Plans, supervises, coordinates and directs the APC Division and its implementation of its contractual/grant obligations. Oversees the funding, programming, and establishment of existing and new programming in the APC service area. This position requires considerable knowledge of Federal and Ohio EPA laws, regulations, guidelines and policies that apply to air pollution issues in Stark County, Ohio.

- Essential Duties and Responsibilities:** 25% Division Leadership:
- Direct, plan, establish and implement divisional policies, goals, objectives, and procedures, conferring with Division Leaders, Ohio EPA officials, and staff members as necessary, to ensure Division activities meet or exceed contract/grant/Department obligations
  - Collect and disseminate to staff information required for guidance and development of Division activities. Routinely review and evaluate published materials depicting the state-of-the-art in technical and management areas.
  - Develop, determine, and communicate decisions concerning Division policy and objectives. Approve written division policies and procedures.
  - Represent the Division and Department in interactions with its constituency (public and private sectors) and with various governmental bodies. Serve as spokesperson with news media and presentations during public meetings.
  - Coordinate APC Division program with local, state, regional, federal, and private agencies and organizations concerned with air pollution and related environmental activities. Provide input on external policies and regulations that are applicable to the APC Division program.
  - Advocate for and propose appropriate local rules and regulations for the APC Division program needs.
  - Direct all enforcement actions and consult with legal representatives.
  - Provide technology support to APC staff and coordinate assistance with City IT Department.
  - Ensure program work is completed safely and consistent with safety standards, including good housekeeping and organization.



# Position Description

- Ensure program is equipped with appropriate equipment, technology, office space, vehicles, etc for the performance of the program activities.
- 5% Staff Supervision and Recruitment:
- Coordinate and direct Division staffing requirements, personnel recruitment, training, performance evaluation systems, and disciplinary actions, or oversee those personnel processes.
  - Reorganize and develop/revise job positions/descriptions to meet program needs
  - Assign or delegate responsibilities and duties to staff.
  - Supervise direct report staff: assign duties; approve work schedules, time cards, and time accounting; complete employee evaluations and disciplinary actions (as necessary); oversee work product accuracy and completeness; etc.
- 25% Contracts/Grants and Fiscal:
- Direct and coordinate Division's financial or budget activities to fund activities with appropriate funding streams using funding in a responsible and compliant manner.
  - Prepare, maintain, submit and monitor Division budget for all funding types.
  - Prepare and submit required financial reports for contract/grant compliance.
  - Complete final approval of all-time accounting data used for financial reports.
  - Negotiate contract/grant terms with fund awarding/governmental agencies. Coordinate with the Board of Health on approval of contract/grants.
  - Research, identify, and apply for new funding opportunities.
- 20% Division Strategic Planning, Performance Monitoring, and Quality Improvement:
- Analyze operations to evaluate performance of Division or its staff in meeting Contract obligations and Department objectives to determine areas of potential cost reduction, program improvement, or policy change.
  - Review activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
  - Identify the expectations and performance criteria of governmental agencies (federal, state, or local) which provide funds or otherwise support the agency activities.
  - Gather customer satisfaction data and input from community on the APC program.
  - Keep informed regarding pending air regulation changes, trends, and best practices and assess the potential impact of these changes on organizational processes.
  - Develop and implement Division strategic plan.
  - Prepare management/Board reports regarding compliance with contract/grant/Department obligations and progress of Division/Strategic goals.
- 10% Department Senior Management:



# Position Description

- Participate on the senior management team and contribute to decisions on Department issues.
  - Develop, review, approve, and implement Department policies.
  - Participate in development and implementation of Department strategic plan and community health needs assessment.
  - Participate in and support Department Public Health Accreditation activities.
- 15% Perform the duties of APC Permitting and Compliance Supervisor and/or APC Monitoring and Inspections Supervisor (incorporated herein by reference) regularly and as needed for coverage of workload.

## **Other Duties and Responsibilities:**

- Participation in professional organizations and workgroups with Ohio EPA, USEPA, CCPH, LADCO, LEPC, NACAA, AAPCA, etc. as assigned.
- Conduct lectures/classes to citizen groups, students, etc. on local air pollution control efforts.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Various other duties as assigned by the Health Commissioner or designee.

## **Minimum Qualifications:**

- Bachelor of Science degree from an accredited program in engineering, physical science, environmental science, or related technical field
- Must have at least five (5) years' work experience in air pollution control or related, with three (3) of those in a supervisory capacity.
- 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.

## **Preferred Qualifications:**

- Five (5) or more years work experience in air pollution control in Ohio.
- Thorough knowledge of laws, rules and regulations, applicable air permitting and compliance policy and guidance.
- Thorough knowledge of specialized computer functions and programs used in air quality monitoring (i.e. eBusiness Air Services, STARS2, etc).

## **Minimum Credentials:**

The following credentials must be acquired and maintained prior to initial hire:

- Valid Ohio driver's license with good driving record

The following credentials must be acquired and maintained to those individuals in this position that are assigned to assist with conducting inspections. For those individuals, these credentials are not required upon initial hire, but are required to be acquired after hiring within 6 months and maintained every 6 months thereafter. Training will be provided for these credentials:

- Method 9 Visible Emissions certification

**Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position  
800-019-01-F\_Position Description Template



# Position Description

include:

- Analytical and Assessment Skills: 1A2, 1C3, 1C4, 1C5, 1C6, 1C7, 1C8, 1C9, 1C10, 1C11, 1A12, 1C14, 1C15
- Policy Development and Program Planning Skills: 2A1, 2C2, 2C3, 2C4, 2C5, 2C6, 2C7, 2C8, 2C9, 2C10, 2C11, 2C12, 2C13, 2C14
- Communication Skills: 3B2, 3B4, 3C5, 3C6, 3C7, 3B8
- Cultural Competency Skills: 4A1, 4A2, 4B3, 4B4, 4B5, 4B7, 4B8
- Community Dimensions of Practice Skills: 5A1, 5B5, 5A5, 5B7, 5A7, 5B8, 5A8, 5A9
- Public Health Sciences Skills: 6B1, 6C3, 6B4, 6B5, 6B6, 6B7
- Financial Planning and Management Skills: 7B1, 7C3, 7C4, 7C5, 7B6, 7B7, 7C8, 7C9, 7C10, 7C11, 7B12, 7B13, 7B14, 7C15, 7C16
- Leadership and Systems Thinking Skills: 8B1, 8C6, 8B7, 8B8, 8C9

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: all Tier 1, 2, and 3
- Accountability: all Tier 1, 2, and 3
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B3, 3B5, 3B6
- Continuous Quality Improvement: all Tier 1, 2, and 3
- Occupational Health and Safety: all Tier 1, 2, and 3
- Emergency Preparedness: 6A1, 6A2, 6A3

## **Work Environment:**

- This position may require scheduling of duties at night, on weekends, or other non-traditional work hours.
- Daily work environment includes primarily general office setting and some field setting (industrial, commercial, and outdoors). Also includes driving City vehicle to field or training 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/scanning using fine motor skills and vision; and exposure to constant noise from running equipment and verbal discussions.
- This position will be required to work with hazardous materials like lead, compressed gases and in industrial environments, if assigned those duties. Use of appropriate personal protection equipment will be required, including the use steel toe/metatarsal boots, safety glasses, hard hat, outerwear, and other personal protective equipment.
- Must have the ability to perform inspection duties in field setting. Must have the following minimum abilities to perform inspection duties: lift/hoist 50 pounds 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.
- Work performed may be subject to challenging interactions with community members.
- Occasional same day travel will be required to other area offices, the Ohio Environmental Protection Agency, and other trainings and meetings. Occasional overnight and/or out of



**PublicHealth**  
Prevent. Promote. Protect.

Canton City Public Health

# Position Description

Canton City Public Health  
FINAL

state travel may be required for trainings and meetings.

- Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it in order to achieve the above description

**Approval:** This position description was approved by the Board of Health on: **01/24/2022**

**Revision History:** Dates of prior approved versions: 07/25/2011

**Employee Statement:**

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name