

# Position Description

<b>Position Title:</b>	Air Pollution Control Monitoring & Inspection Supervisor		<b>Position #:</b>	838
<b>Working Title:</b>	APC M&I Supervisor		<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Air Pollution Control (APC)		<b>Reports to:</b>	APC Administrator
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	6	<b>FLSA Status:</b> Exempt
<b>Funding Source:</b>	Ohio EPA APC contract funded with anticipated annual renew.			

**Position Summary:** This position works under general supervision and requires considerable knowledge of ambient air monitoring, air pollution control inspections, and Federal and Ohio EPA laws, regulations and guidelines that apply to air pollution issues in Stark County, Ohio. This position plans, supervises, performs and implements the program activities and operations of the Monitoring & Inspections group of the APC Division. This position is responsible for supervising the activities of subordinate employees, providing technical support of M&I programs, and ensuring air monitoring data collected is accurate and valid.

- Essential Duties & Responsibilities:**
- 5% Supervise M&I staff: Assign duties; Approve work schedules; Complete employee evaluations; Oversee work product accuracy and completeness; Conduct monthly status meetings; Provide or recommend training necessary for staff to meet the work requirements; and Supervise and provide technical support for air monitoring and inspections programs.
  - 12% Manage Inspections Program which includes complaints, asbestos, anti-tampering, open burning permissions, and stack test observations: Review and assure compliance with all air regulations, policies and procedures, and contract requirements; Direct, coordinate and review inspections work and ensure timeliness of work; Develop and maintain standard operating procedures for inspections work; Maintain liaison with other agencies through correspondence and participation in professional organizational meetings; Maintain detailed and accurate records of all data and reports; Recommend purchases of related equipment; and Review staff work product (CID2, etc). Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2) and internal complaint database (CID2).
  - 10% Manage Ambient Air Monitoring Program: Review and assure compliance with all air quality monitoring regulations, policies and procedures, and contract requirements; Direct, coordinate and review the air monitoring work plan and ensure timeliness of work; Develop and maintain standard operating procedures, including quality assurance (QA) & quality control (QC) procedures; Assure the development, daily operation and maintenance of the air monitoring network and the uninterrupted generation and reporting of quality assured accurate and valid ambient air data; Assure the separation of personnel conducting data generation versus quality assurance activities; Maintain liaison with other monitoring organizations through correspondence and participation in professional organizational meetings; When required, set up monitoring site, electricity and communications; Maintain detailed records of all data, reports and annual surveys; Recommend purchases of major equipment; and Review staff work product (logbooks, etc). Requires use and understanding of monitor manufacturer software (BGI, SASS, etc.), data acquisition software (EDAS) and air quality system database (AQS).
  - 43% Ambient Air Monitoring Quality Assurance Management: Prepare Precision/Accuracy

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Reports and air quality data for electronic transmission into the US EPA's Air Quality System database (AQS); Ensure that certifications for all calibration and air lab equipment are maintained; Obtain, edit, verify, validate and quality assure all continuous and intermittent sampler air quality data; Analyze data using control charts and other tools to ensure accurate and valid; Report daily air quality index (AQI) and air quality alerts as needed to the public; and Oversee internal QA/QC program covering monitoring equipment, data collection, data analysis, data reporting, record keeping and corrective actions. Requires use and understanding of monitor manufacturer software (BGI, SASS, etc.), data acquisition software (EDAS) and air quality system database (AQS).

30% Perform the duties of APC Monitoring and Inspections Technician (incorporated herein by reference) regularly and as needed for coverage of workload.

**Other Duties & Responsibilities:**

- Participate in professional organizations and workgroups with Ohio EPA, USEPA, etc.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Other Duties as assigned

**Minimum Qualifications:**

- 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.
- At least two years of work experience in air pollution control.
- 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:**

- At least two years work experience supervising one or more employees.
- At least two years of work experience in air pollution control specifically in ambient air monitoring.
- Work experience in environmental inspections (asbestos, open burning, odor, etc.)
- Work experience in environmental electronic/mechanical equipment operations and maintenance (ambient air monitors, continuous emissions monitor, stack testing, landfill gas monitor, 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. These credentials are not required upon initial hire, but are required to be acquired after hiring within 6 months. Training will be provided for the all of these credentials.

- Method 9 Opacity Reader certification.
- If asbestos responsibility is assigned: ODH Asbestos Hazard Evaluation Specialist License.
- If asbestos responsibility is assigned: Respirator fit testing and ability to wear respirator as verified by annual medical physical and physician approval.

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- If anti-tampering responsibility assigned: Ohio EPA anti-tampering inspector certification.

**Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

- Analytical and Assessment Skills: 1C3, 1B4, 1C5, 1C6, 1B7, 1C8, 1C9, 1C10, 1B14
- Policy Development and Program Planning Skills: 2A1, 2B2, 2A4, 2B6, 2B7, 2B8, 2B9, 2B10, 2B11, 1B12
- Communication Skills: 3B2, 3A4, 3B5, 3B6, 3B7
- Cultural Competency Skills: 4A4
- Community Dimensions of Practice Skills: 5A1, 5A4, 5A5, 5A6, 5B8, 5A8, 5A9
- Public Health Sciences Skills: 6C3, 6B4, 6B5, 6A5
- Financial Planning and Management Skills: 7B1, 7B3, 7A4, 7B5, 7A5, 7A6, 7A7, 7A9, 7A10, 7B13, 7B14, 7B15, 7A14
- Leadership and Systems Thinking Skills: 8B1, 8B6, 8B7, 8B9
- All the Core Competencies listed in the position description for APC Monitoring and Inspections Technician also apply to this position and are herein incorporated by reference.

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, 1B1, 1B3, 1B4
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B5, 3B6
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4B1, 4B2, 4B3, 4B4, 4B5, 4B6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B1, 5B2, 5B3, 5B4
- Emergency Preparedness: 6A1, 6A2, 6A3

The following Professional Competencies from the MARAMA National Air Quality Training Project (March 2012) apply to this position:

- Ambient Monitoring, QA/QC, & Data Analysis: S2.2.1-S2.2.9.
- Inspection & Enforcement: S7.1.1-S7.1.11, S7.2.3, S7.2.11 (source sampling), S7.2.14.
- Air Toxics / Hazardous Air Pollutants: S8.1.1-S8.1.12.

- Work Environment:**
- 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 mechanical troubleshooting 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



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ladders and stairs; work at substantial heights; and tolerance of extreme outdoor weather conditions.

- This position will be required to work with hazardous materials like asbestos, lead, and compressed gases if assigned those duties. Use of appropriate personal protection equipment will be required, including the use of respirators and other personal protective equipment. Must have ability to wear a respirator to perform these duties.
- This position may require scheduling of duties at night, on weekends, or other non-traditional work hours.
- Work performed may be subject to challenging interactions with community members.
- Travel will be required to other area offices, the Ohio Environmental Protection Agency (EPA), the Ohio Department of Health, and other trainings and meetings. Some out of state travel may be required.

**Approval:** This position description was approved by the Board of Health on: **09/28/2015**

**Revision History:** Dates of prior approved versions: 02/22/2010

**Employee Statement:**

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

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

\_\_\_\_\_  
Date

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