

Position Description

Position Title:	Air Pollution Control Engineering Technician I			Position #:	839
Working Title:	APC Engineering Technician I			CS Status:	Classified
Division or Unit:	Air Pollution Control (APC)			Reports to:	APC Administrator
Employment Status:	Full-time	Pay Grade:	5	FLSA Status:	Exempt
Funding Source:	Ohio EPA APC contract funded with anticipated annual renewal				
This position description was last approved by the Board of Health on:				May 21, 2018	

Position Summary: Responsible to function at the professional and technical level to support the implementation of Federal and Ohio EPA regulations and guidelines that apply to the air pollution control program in Stark County, Ohio. Performs various duties related to field surveillance, permit processing, complaint investigation, and enforcement for sources in the industrial, commercial, and public sectors. Performs a variety of administrative and routine ambient air monitoring duties. The APC Engineering Technician II is a dependable, highly detailed, and motivated person. Repetitious work is expected to be performed independently with some supervision.

Essential Duties and Responsibilities:

- 30% Permitting: Review and process permit applications for renewals and administrative modifications including determination of applicable rules, verification of emission calculations, documenting permit writing strategy, updating permit terms and conditions to ensure appropriate compliance monitoring and standardization and following established policies. Evaluate technical information supplied by the regulated community for use in permit processing and emission estimations. Evaluate small sources and permit emission estimation calculations to determine if the sources need a permit. Provide technical support to the regulated community regarding permit compliance. Maintain direct contact with industry and commerce and represent the agency in its control and regulatory efforts. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 20% Air Monitoring: Perform air monitoring duties including routine cleaning of monitoring equipment; site maintenance such as grass trimming, cleaning, painting; routine filter sample collection and setup; routine filter sample shipment; routine filter preparation; quality control checks as needed; other routine tasks and assisting other staff. Requires use and understanding of Ohio EPA statewide air monitoring data system (AirVision).
- 20% Complaint program and Outreach: Pursue routine complaint investigations with the objective of identifying legitimate complaints, identifying violations, and explaining regulations to the community. This includes inspections of residential, commercial, and industrial properties which may include support of Ohio EPA permit system requirements. Requires communicating both orally and in writing. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2) and internal complaint database (CID2).
- 10% Data and records handling: Review and evaluate data/records; data entry into databases; scanning and organizing records; preparing records for disposal. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2), internal complaint database (CID2), and various internal spreadsheets.
- 5% Facility Inspection: Perform or assist other staff in various permitted facility inspections including Full Compliance Evaluations (FCEs), complaint investigations, opacity

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- observations, and stack test observations. Also includes conducting field surveillance to identify operating facilities which may not have permits. This includes inspections of commercial and industrial facilities, which may include support of Ohio EPA permit system requirements, and communicating both orally and in writing. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 5% Permit Compliance Review: Evaluate technical information supplied by the regulated community with frequency and compliance milestone reports. Monitor regulated communities' progress in meeting their permit, rules and compliance plan requirements. Review and evaluate reports submitted by the regulated community for compliance with their permit/rules. Review emission estimates and emission inventory reports. Review intent-to-test (ITT) notifications for stack testing to determine if appropriate test methods and procedures are scheduled. Provide technical support to the regulated community regarding report compliance. Update source databased records as needed. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 5% Enforcement Program: Performs enforcement tasks including identification of violations, reporting and serving violation notices, and working with the regulated community to develop compliance plans to return to compliance. Also includes preparing documentation and evidence for use in legal actions and testifying as a witness in court as required. Some cases may escalate and lead to criminal enforcement. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 5% Clerical: Prepare and track mailings through use of DAPC eCorrespondence Tracker; preparing meeting minutes; intake and distribute mail; obtaining supply price quotes; update SOPs and templates.

- Other Duties and Responsibilities:**
- Participation 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.
 - Various other duties as assigned by the Air Pollution Control Administrator or designee.

- Minimum Qualifications:**
- Bachelor of Science degree from an accredited program in environmental science, engineering technology, engineering, math, 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, email, etc.

- Preferred Qualifications:**
- Knowledge of laws, rules and regulations, applicable air permitting and compliance policy and guidance.
 - Knowledge of specialized computer functions and programs used in air quality monitoring (i.e. eBusiness Air Services, STARS2, AirVision, AQS, etc).
 - Experience with implementing and/or evaluating environmental regulation compliance, especially air pollution control regulations.

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- Experience in air pollution control, combustion equipment, industrial processes, compliance inspections, and reporting and air permitting.

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 these credentials:

- Method 9 Visible Emissions certification

Key Competencies:

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

- Analytical and Assessment Skills: 1A3, 1A4, 1A5, 1A6, 1A7, 1A8, 1A9, 1A10, 1A14, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10
- Policy Development and Program Planning Skills: 2A1, 2A2, 2A4, 2A6, 2A7, 2A8, 2A9, 2A10, 2A11
- Communication Skills: 3A2, 3A4, 3A5, 3A6, 3A7
- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A4, 4A5
- Community Dimensions of Practice Skills: 5A1, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9
- Public Health Sciences Skills: 6A4, 6A5
- Financial Planning and Management Skills: 7A1, 7A3, 7A6, 7A10, 7A11, 7A12, 7A13
- Leadership and Systems Thinking Skills: 8A1, 8A6, 8A7, 8A9

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
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

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

- Introduction to Air Pollution Control: S1.1.1-S1.1.5
- Ambient Monitoring, QA/QC, & Data Analysis: S2.1.1, S2.1.3, S2.1.4, S2.1.6, S2.1.7
- Emissions Estimation & Inventory Development: S3.1.1, S3.1.3, S3.1.4, S3.1.5
- Permitting: S6.1.1, S6.1.2, S6.1.3, S6.1.4, S6.1.5, S6.1.6, S6.1.9,
- Inspection and Enforcement: S7.1.1, S7.1.2, S7.1.3, S7.1.4, S7.1.5, S7.1.6, S7.1.7, S7.1.8, S7.1.9, S7.1.10, S7.1.11
- Air Toxics/Hazardous Air Pollutants: S8.1.1, S8.1.3, S8.1.4, S8.1.5, S8.1.6, S8.1.7

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- Work Environment:**
- This position may require scheduling of duties at night, on weekends, or other non-traditional work hours.
 - Daily work environment includes both general office setting 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 record review/scanning and equipment cleaning using fine motor skills and vision; and exposure to constant noise from running equipment.
 - 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, 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 travel may be required for trainings and meetings.

Approval: This position description was approved by the Board of Health on: **May 21, 2018**

Revision History: Dates of prior approved versions: Historical description.

Employee Statement:

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

Employee Signature

Date

Printed Name