



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 P&C Supervisor
Employment Status:	Full-time	Pay Grade:	R5
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:		December 19, 2022	
Approved last by the Canton Civil Service Commission:		January 25, 2023	

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 permit processing, engineering analysis and evaluation, compliance monitoring, emissions inventory, field inspections, complaint investigation, and enforcement for sources in the industrial, commercial, and public sectors. Performs some administrative duties. The APC Engineering Technician I is a dependable, highly detailed, and motivated person. The APC Engineering Technician I is an “in training” position with initial heavy supervision and peer support for work tasks until the individual is able to perform the work independently and be eligible for promotion to APC Engineering Technician II. The assigned work tasks progressively increase in complexity until the individual is able to perform independently with some supervision.

Essential Duties and Responsibilities:

- Applies to all duties listed below
 - Maintain direct contact with industry and commerce and represent the agency in its control and regulatory efforts.
 - Provide technical support to the regulated community regarding the various processes and compliance.
 - Requires communicating both orally and in writing.
 - Requires thoroughness and following established policies and deadlines.
 - Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2), Microsoft Office, and internal complaint database (CID2).
- 30% Permitting of Installations/Modifications: Review and process PTI/PTIO permit applications for initial installations, Ch31 modifications, and administrative modifications for the regulated community including: review of application/plan and determine completeness; determination of applicable rules; determine best available technology requirements; perform emission calculations and determine emission limitations; determine synthetic minor restrictions as appropriate; conduct and evaluate air dispersion modeling as appropriate; document permit writing strategy; write permit terms and conditions to ensure appropriate compliance monitoring and standardization; and following established policies and deadlines. Involves detailed engineering analysis and evaluation of the effectiveness of proposed and existing air pollution control equipment and determination of the potential emissions in a wide variety of processes. Evaluate technical information supplied by the regulated community for use in permit processing and emission estimations and determine its engineering reasonability. Evaluate sources to determine if permit required or permit exempt and write exemption letters and process permit revocations as appropriate. Process Permit-by-Rule (PBR) notifications and portable source relocations.

- 20% Permitting of Renewals/Title V: Review and process FEPTIO/PTIO renewal permit applications and Title V operating permit applications for the regulated community including: review of application/plan and determine completeness; determine applicable rules; determine Compliance Assurance Monitoring (CAM) as appropriate; review emission calculations; review synthetic minor restrictions as appropriate; conduct and evaluate air dispersion modeling as appropriate; document permit writing strategy / Statement of Basis (SOB); write permit terms and conditions to ensure appropriate compliance monitoring and standardization; and follow established policies and deadlines. Evaluate technical information supplied by the regulated community for use in permit processing.
- 17% Facility Inspection (non-complaint): Perform permitted facility Full Compliance Evaluations (FCEs) including review of reports/records, field/site inspections, visible emissions observations (as required), evaluation of compliance status of all applicable requirements, proper documentation of inspection and final report, and any necessary follow-up correspondence. Perform permitted facility field inspections/site visits for other non-complaint purposes, like for permit development, technical assistance, and opacity observations. Perform detailed inspections of basic and/or control equipment installations with regard to plan review requirements (e.g., to assure that equipment installed under a permit meets the conditions of the permit). Also includes conducting field surveillance and/or research to identify operating facilities which may not have permits.
- 12% Compliance Monitoring: Evaluate technical information supplied by the regulated community in frequency reports, deviation reports, 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 and initiate appropriate follow-up action. Provide technical support to the regulated community regarding report compliance. Update source database/facility profile records as needed.
- 5% Stack Test: Review test protocol/intent-to-test (ITT) notifications for industrial facility stack testing (aka source performance testing) to determine if appropriate test methods, SSAS audit samples, process conditions, and procedures are scheduled. Coordinate stack test event with other agency staff, contractors, and facility representatives. Perform field observations of industrial facility stack testing for proper compliance with test protocol as applicable. Review stack test results report for compliance with requirements and initiate appropriate follow-up action.
- 5% Enforcement: Perform enforcement tasks including identification of violations, initiating enforcement action, writing notice of violation (NOV) letters, reporting violations, and working with the regulated community to develop compliance plans to return to compliance. Perform writing resolution of violation letters or notice of

compliance letters when entity is in compliance. Also includes preparing documentation, enforcement action requests (EAR), 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. Process voluntary disclosure requests when submitted.

- 5% Complaints: Documents complaints and pursue complaint investigations with the objective of identifying legitimate complaints, identifying violations, and explaining regulations to the community. This includes inspections of commercial, and industrial properties which primarily include support of Ohio EPA permit system requirements.
- 2% Emissions Inventory: Review emission estimates/calculations, fee emission reports (FER) and emission inventory reports.
- 4% Administrative Duties: Review and evaluate data/records; data entry into databases; scanning and organizing records; preparing records for disposal; 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, CCPH, LADCO, LEPC, NACAA, AAPCA, etc. as assigned.
- Provide input to policy and regulation development as directed by supervisor or workgroup.
- Conduct lectures/classes to citizen groups, students, etc. on local air pollution control efforts as assigned.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Various other duties as assigned by the APC Permitting and Compliance (P&C) Supervisor 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.
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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, 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, 3A8
- Cultural Competency Skills: 4A1, 4A2, 4A3,
- Community Dimensions of Practice Skills: 5A1, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9
- Public Health Sciences Skills: 6A1, 6A3, 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 Public Health 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, 2B2, 2B4, 2B5, 2B6, 2B7
- 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
- Emissions Estimation & Inventory Development: S3.1.1, S3.1.3, S3.1.4, S3.1.5
- Modeling, Forecasting, and Data Analysis: S4.1.1, S4.1.2
- 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
- Climate Change: S10.1.1, S10.1.2

- 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, and outdoors). Also includes driving City vehicle to field or training destinations. All work requires mental focus.
 - Office setting includes: sitting or standing for long periods of time; viewing a computer screen for long periods of time; completing detailed record review/scanning using fine motor skills and vision; and exposure to constant noise from running equipment and verbal discussions.

Position Description

- 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.
- 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: **December 19, 2022**

Revision History: Dates of prior approved versions: 05/21/2018, 05/23/2022

Employee Statement:

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

Employee Signature

Date

Printed Name