

Position Description

Position Title:	Air Pollution Control Monitoring & Inspection Technician			Position #:	846
Working Title:	APC M&I Technician			CS Status:	Classified
Division or Unit:	Air Pollution Control (APC)			Reports to:	APC M&I Supervisor
Employment Status:	Full-time	Pay Grade:	5	FLSA Status:	Exempt
Funding Source:	Ohio EPA APC contract funded with anticipated annual renew.				

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 air pollution issues in Stark County, Ohio. 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 & Responsibilities:

- 40% Ambient Air Monitoring Operator: Install, operate, maintain, troubleshoot, diagnose, repair, and calibrate the ambient air monitors and electronic data acquisition equipment (data loggers, strip chart recorders, etc.); Participate in all external quality assurance audits required by US EPA and Ohio EPA; Assist in ambient air monitoring data collection and evaluation; perform quality control activities on ambient air monitors (i.e. bi-weekly precision checks on continuous analyzers, flow checks on particulate samplers, etc). Requires use and understanding of monitor manufacturer software (BGI, SASS, etc.) and data acquisition software (EDAS).
- 18% Asbestos Program Coordinator: Perform duties to implement the asbestos program including field inspections, asbestos complaint response, documentation reviews, guidance interpretation, annual asbestos landfill inspections, and outreach activities. This includes inspections of residential, commercial, and industrial facilities, which may include support of Ohio EPA permit system requirements. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2), statewide notification tracking database (ANTS) and internal complaint database (CID2).
- 16% Complaint Program (non-asbestos): Documents complaints and pursues complaint investigations with the objective of identifying legitimate complaints, satisfying the complainant's request, and identifying violations. This includes inspections of residential, commercial, and industrial facilities, which may include support of Ohio EPA permit system requirements. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2) and internal complaint database (CID2).
- 12% Enforcement Program: Performs enforcement tasks including identification of violations, reporting and serving violation notices, 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.
- 8% Stack Test Program: Performs observations of industrial facility stack testing for proper methodology and the collection of source samples as applicable. Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2).
- 2% Anti-Tampering Program: Performs vehicle anti-tampering inspections in accordance with

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- State requirements and guidance.
- 2% Open Burning Permissions Program: Reviews open burning notifications and requests and prepares/issues responses, permissions, or denials. Requires use and understanding of Ohio EPA public notice software.
 - 2% Perform City vehicle safety inspections on a regular basis and take vehicle to be serviced as needed.

Other Duties & 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.
- 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.
- 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:

- Work experience in environmental inspections (asbestos, phase I & II, etc.)
- Work experience in environmental electronic/mechanical equipment operations and maintenance (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.
- 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: 1B3, 1B4, 1B5, 1B6, 1A7, 1B8, 1A9, 1B10, 1A14
- Policy Development and Program Planning Skills: 2A1, 2A2, 2A4, 2A6, 2A7, 2A8, 2A10, 2A11
- Communication Skills: 3A2, 3A4, 3A5, 3A6, 3A7
- Cultural Competency Skills: 4A4
- Community Dimensions of Practice Skills: 5A1, 5A4, 5A5, 5A6, 5A7, 5A8, 5A9
- Public Health Sciences Skills: 6B3, 6B4, 6A4, 6A5

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- 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:

- Ambient Monitoring, QA/QC, & Data Analysis: S2.1.1-S2.1.8.
- Inspection & Enforcement: S7.1.1-S7.1.11, S7.2.11 (source sampling).
- Air Toxics / Hazardous Air Pollutants: S8.1.1-S8.1.11.

- 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 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, 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: **04/24/2017**

Revision History: Dates of prior approved versions: 09/28/2015, 01/23/2012



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Canton City Health District
FINAL

Employee Statement:

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

Employee Signature

Date

Printed Name