



Position Description

Canton City Public Health
FINAL

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.			
This position description was last approved by the Board of Health on:			August 26, 2019	

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 operation of ambient air monitoring network, field surveillance activities (routine inspections, complaint handling and investigation, etc), identification of violations and application of appropriate enforcement procedures. The APC M&I Technician is a dependable, highly detailed, and motivated person. Repetitious work is expected to be performed independently with supervision needed only on unusual problems.

- 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
 - Requires communicating both orally and in writing.
 - Requires thoroughness, attention to detail, and following established policies and deadlines.
 - Requires use and understanding of Microsoft Office, Ohio EPA air monitoring software (AirVision), air sampler software (BGI, SASS, etc), Ohio EPA statewide facility tracking system (STARS2), and internal complaint database (CID2).
 - 70% Ambient Air Monitoring Operator: Install, operate, maintain, troubleshoot, diagnose, repair, and calibrate ambient air monitors and electronic data acquisition equipment (data loggers, electronic 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. weekly precision checks on continuous analyzers, flow checks on particulate samplers, etc).
 - 13% Asbestos Program: Perform duties to implement the asbestos program including field inspections, asbestos complaint response, documentation reviews, guidance interpretation, annual asbestos landfill inspections, explaining regulations to the community and outreach activities. This includes inspections of residential, commercial, and industrial facilities, which may include support of Ohio EPA permit system requirements.
 - 6% Complaint Program (non-asbestos, open burning, fugitive dust, odor, facility, etc): Document complaints and pursues complaint investigations with the objective of identifying legitimate complaints, satisfying the complainant's request, identifying violations, and explaining regulations to the community. This includes inspections of



Position Description

Canton City Public Health
FINAL

residential, commercial, and industrial facilities, which may include support of Ohio EPA permit system requirements.

- 4% Enforcement Program: Performs 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. Performs 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.
- 4% Stack Test Program: Perform field observations of industrial facility stack testing for proper compliance with methodology and test protocol. Review test protocol/intent-to-test for modifications to the methods and observe the modifications as applicable.
- 1% Anti-Tampering Program: Perform vehicle anti-tampering inspections in accordance with State requirements and guidance.
- 1% Open Burning Permissions Program: Review open burning notifications and requests and prepare/issue responses, permissions, or denials.
- 1% Perform City vehicle safety inspections on a regular basis and take vehicle to be serviced as needed.

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.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Various other duties as assigned by the APC Monitoring and Inspections (M&I) Supervisor or designee.

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.

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.)

Position Description

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 and maintained thereafter. Training will be provided for the all of these credentials.

- Method 9 Opacity Reader certification.
- If asbestos responsibility is assigned: Ohio EPA Asbestos Hazard Evaluation Specialist certification
- If asbestos responsibility is assigned: Ohio EPA Asbestos Hazard Abatement Specialist certification
- 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
- 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
- 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.



Position Description

Canton City Public Health
FINAL

- 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 (temperature controlled) and field setting (industrial, commercial, residential, 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 mechanical troubleshooting using fine motor skills and vision; and exposure to constant noise from running equipment and verbal discussions.
 - Must have the ability to perform inspection duties in field setting. 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, compressed gases and industrial environments, if assigned those duties. Use of appropriate personal protection equipment will be required, including the use of respirators, steel toe/metatarsal boots, safety glasses, outerwear, and other personal protective equipment. Must have ability to wear a respirator to perform these duties.
 - 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 and may be required for trainings and meetings.

Approval: This position description was approved by the Board of Health on: **August 26, 2019**

Revision History: Dates of prior approved versions: 04/24/2017, 09/28/2015, 01/23/2012

Employee Statement:

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

Employee Signature

Date

Printed Name