



**Public Health**  
Prevent. Promote. Protect.

Canton City Health District

# Position Description

Canton City Public Health  
FINAL

<b>Position Title:</b>	Air Pollution Control Permitting & Compliance Supervisor			<b>Position #:</b>	844
<b>Working Title:</b>	APC P&C Supervisor			<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Air Pollution Control			<b>Reports to:</b>	APC Director
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	R7	<b>FLSA Status:</b>	Exempt
<b>Funding Source:</b>	Ohio EPA APC contract funded with anticipated annual renewal				
<b>This position description was last approved by the Board of Health on:</b>				January 24, 2022	
<b>Approved last by the Canton Civil Service Commission:</b>				February 16, 2022	

**Position Summary:** This position works under general supervision and requires considerable knowledge of air pollution control permitting, air pollution compliance monitoring, and Federal and Ohio EPA laws, regulations, guidelines, and policies that apply to air pollution issues in Stark County, Ohio. This position plans, supervises, performs and implements the program activities and operations of the Permitting & Compliance (P&C) group of the APC Division. This position is responsible for supervising the activities of P&C staff, providing technical support of P&C programs, and ensuring P&C work product is accurate and complete.

- Essential Duties and Responsibilities:**
- 5% Supervise P&C staff: Assign duties; Approve work schedules, time cards, and time accounting; Complete employee evaluations and disciplinary actions (as necessary); Oversee work product accuracy and completeness; Conduct monthly status meetings; Provide or recommend training necessary for staff to meet the work requirements; Participate in new staff recruitment and onboarding; and Supervise and provide technical support for permitting and compliance programs. Requires use and understanding of Canton timecard system and internal time accounting system (TAS).
  - 35% Manage APC Permitting Program which includes all types of permits and exemptions: Review and assure compliance with all APC permitting program regulations, policies and procedures, and contract requirements; Direct, coordinate and review permitting program work and ensure timeliness of work and consistency; Develop and maintain standard operating procedures for permitting program work; Be the point of contact with Ohio EPA, the public, and others for the Canton permitting program; Maintain liaison with other agencies through correspondence and participation in professional organizational meetings; Maintain detailed records of all data and reports; Recommend purchases of related equipment; and Review staff work product (permit T&Cs, STARS data, etc). Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2), Microsoft Office, air modeling software, and internal complaint database (CID2).
  - 20% Manage APC Compliance Program which includes complaints, facility inspections, compliance monitoring, emissions inventory, stack tests, and enforcement: Review and assure compliance with all air compliance program regulations, policies and procedures, and contract requirements; Direct, coordinate and review compliance program work and ensure timeliness of work; Develop and maintain standard



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operating procedures for compliance program work; Be the point of contact with Ohio EPA, the public, and others for the Canton compliance program; 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 (NOVs, FCE reports, STARS2 data, etc). Requires use and understanding of Ohio EPA statewide facility tracking system (STARS2), Microsoft Office, and internal complaint database (CID2).

40% Perform the duties of APC Engineer (incorporated herein by reference) regularly and as needed for coverage of workload. Perform the general management duties of the APC Director (incorporated herein by reference) as directed and as needed for coverage during scheduled time off of the APC Director.

**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.
- 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 Director or designee.

**Minimum Qualifications:**

- Bachelor of Science degree from an accredited program in engineering or related technical field
- Must have at least two (2) years work experience as an air pollution control engineer or equivalent.
- 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:**

- Thorough knowledge of laws, rules and regulations, applicable air permitting and compliance policy and guidance.
- Thorough knowledge of specialized computer functions and programs used in air quality monitoring (i.e. eBusiness Air Services, STARS2, etc).
- Experience with implementing and/or evaluating environmental regulation compliance, especially air pollution control regulations.
- Experience in air pollution control, combustion equipment, industrial processes, compliance inspections, 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 to those individuals in this position that are assigned to high-priority facilities with particulate emissions requirements. For those individuals, these credentials are not required upon initial hire, but are required to be acquired after hiring within 6 months and maintained every 6 months thereafter. 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: 1C3, 1B4, 1B5, 1B6, 1B7, 1B8, 1B9, 1B10, 1B14
- Policy Development and Program Planning Skills: 2A1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7, 2B8, 2B9, 2B10, 2B11, 2B12, 2B13
- Communication Skills: 3B2, 3A4, 3B5, 3B6, 3B7, 3B8
- Cultural Competency Skills: 4A1, 4A2, 4B3, 4B4, 4A5, 4B7
- Community Dimensions of Practice Skills: 5A1, 5A4, 5A5, 5A6, 5A7, 5B8, 5A8, 5A9
- Public Health Sciences Skills: 6B1, 6B3, 6B4, 6B5, 6A5, 6B7
- Financial Planning and Management Skills: 7B1, 7B3, 7A4, 7B5, 7A5, 7A6, 7A7, 7A9, 7B12, 7B13, 7B14, 7B15, 7B16
- Leadership and Systems Thinking Skills: 8B1, 8B6, 8B7, 8B9
- All the Core Competencies listed in the position description for APC Engineer also apply to this position and are herein incorporated by reference.

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, 1B1, 1B3, 1B4
- Accountability: all Tier 1, 2, and 3
- 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: all Tier 1, 2, and 3
- 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 - S3.1.5, S3.2.1 - S3.2.3
- Modeling, Forecasting, and Data Analysis: S4.1.1 - S4.1.4
- Permitting: S6.1.1 - S6.1.9, S6.2.1 - S6.2.7
- Inspection and Enforcement: S7.1.1 - S7.1.11, S7.2.1 - S7.2.12, S7.2.14
- Air Toxics/Hazardous Air Pollutants: S8.1.1, S8.1.3 - S8.1.8, S8.2.1, S8.2.3 - S8.2.7.
- Climate Change: S10.1.1, S10.1.2, S10.2.1 - S10.2.5



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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 primarily general office setting and some 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 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 using fine motor skills and vision; and exposure to constant noise from running equipment and verbal discussions.
  - 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, hard hat, 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 and/or out of state 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: **01/24/2022**

**Revision History:** Dates of prior approved versions:

**Employee Statement:**

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

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

\_\_\_\_\_  
Date

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