

Canton City Hall, Third Floor  
218 Cleveland Avenue, S.W.  
P.O. Box 24218  
Canton, Ohio 44701-4218  
Hours: 8:00 a.m. – 5:00 p.m.

**CIVIL SERVICE COMMISSION  
CITY OF CANTON, OHIO**

Phone: (330) 489-3360  
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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: April 9, 2019  
No.: M13-19

**CLASSIFICATION TITLE**  
**AIR POLLUTION CONTROL ENGINEER**  
**(CANTON CITY HEALTH DEPARTMENT)**

**SALARY RANGE**  
**\$46,758 - \$69,861**

### FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from [www.cantonohio.gov](http://www.cantonohio.gov) under "City Government" click on "City Services" and then on "Civil Service". Application must be on file no later than **Tuesday, May 7, 2019 at 3:30 p.m.** Applicants MUST submit a copy of their valid State of Ohio Driver's License, a current, detailed resume and college transcripts (unofficial will be accepted).

### TECHNICAL KNOWLEDGE WRITTEN EXAMINATION

Subsequent to the filing of the application, the candidate will be assigned an examination time and date.

**LOCATION:** Canton Civil Service Commission Office, Canton City Hall, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH 44702

**SCOPE:** The written examination will consist of questions related to the topics of mathematical operations, law interpretation, physics, thermodynamics, fluid dynamics, and chemical properties and will measure attention to detail and logical reasoning skills. The examination has a time limit of 90 minutes.

This is an open examination. To be eligible for the position under this examination, all applications must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License. Applicant shall have no felony convictions.

### CANDIDATE EVALUATION

Each candidate will be evaluated on a point system based on their education and experience.

Scoring and ranking of applicants will be based on a combination of the Technical Knowledge Written Exam and points assigned as a result of the candidate evaluation.

### MINIMUM QUALIFICATIONS AND EXPERIENCE

Must meet one of the following: Bachelor of Science degree in Engineering from an accredited institution or have acquired it by the time of hiring, or Bachelor of Science in a related technical field will be considered if engineering related curriculum was completed and in combination with related air pollution control experience. 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. Business Air Services, STARS2, ECHO, 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, 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 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.

### 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, multi-discipline engineering analysis and evaluation, compliance monitoring, emissions inventory, field inspections, complaint investigation, and enforcement for sources in the industrial, commercial, and public sectors. The APC Engineer is a dependable, highly detailed, and motivated person. Work is expected to be performed independently with limited supervision.

#### 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 protective equipment will be required, including the use of 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 condition. 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.

#### RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list in accordance with their score. Credit for seniority will be given to those achieving a passing score. Your examination result will be valid for one year.

#### EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

#### ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio driver's license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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, air modeling software, and internal complaint database (CID2). Permitting of Installations/Modifications: Review and process PTI/PTIO permit applications for initial installations, Ch31 modifications, and administrative modifications including: review of application/plan and determine completeness; determine 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 follow 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. Permitting of Renewals/Title V: Review and process FEPTIO/PTIO renewal permit applications and Title V operating permit applications including: review of application and 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 Bias (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. 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 or technical assistance. 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). Compliance Monitoring: Evaluate technical information supplied by the regulated community in frequency reports, deviation reports, and compliance milestone reports. Monitor regulated community's progress in meeting 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. Stack Test: Review test protocol/intent-to-test (ITT) notifications for industrial facility stack testing (e.g. source data performance testing) to determine if appropriate test methods, SSAS audit samples, process conditions, and procedures are scheduled. Coordinates stack test event with other agency staff, contractors, and facility representatives. Performs 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. Enforcement: 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. Process voluntary disclosure requests when submitted. Complaints: Documents complaints and pursues complaint investigations with the objective of identifying legitimate complaints, identifying violations, and explaining regulations to the community. This includes inspection of assigned commercial and industrial properties which primarily include support of Ohio EPA permit system requirements. Emissions Inventory: Review emission estimates/calculations, fee emission reports (FER) and emission inventory reports.

#### 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 Permitting and Compliance (P&C) Supervisor or designee.