

**City of Cleveland
Department of Public Health
Division of Air Quality**

**Vacancy Announcement:
Environmental Compliance Specialist 1**

Job Responsibilities:

This is an entry-level position which performs a variety of environmental compliance duties related to the processing of air pollution permits. Specifically, reviews application and development of Permits To Install (PTIs) and Permits to Operate (PTOs). Determines compliance with federal, state, and local air regulations. Writes technical reports. This position manages the annual City of Cleveland Air Contaminant Source program. Performs other job duties as assigned. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes. Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

Qualifications

Minimum qualifications include a Bachelor's Degree in Environmental Studies, Environmental Sciences, Engineering or other science-related field from an accredited four-year college or university. A valid State of Ohio Driver's license is required. Must be able to research environmental regulations and concepts. Must possess computer skills that include using Excel and Access. Must have strong oral and written communication skills. An environmental background and regulatory compliance knowledge is preferred.

How to Apply

Email resume and three professional references to Christina Yoka at cyoka@clevelandohio.gov. Applications will be reviewed as they are received.

About Us

The Cleveland Division of Air Quality (CDAQ) is the air pollution control agency serving Cleveland and Cuyahoga County. CDAQ is contracted with the Ohio Environmental Protection Agency to enforce state and local air pollution control regulations within its jurisdiction. The Division has protected human health through the enforcement of air pollution control laws since 1882.

