

The Dayton Regional Hazardous Materials Response Team

Position Description

Haz Mat Team Coordinator

Appointing Authority and Policy-Making Body: Dayton Regional Haz-Mat Response Team Advisory Board

Starting Salary Range: \$45,000 - \$55,000 depending on education and experience

Position Summary

The Haz-Mat Team Advisory Board will provide direct oversight of the work to be performed, but the Coordinator works with significant autonomy for daily operations and develops sequences and methods within the scope of established policies. The Hazmat Coordinator reports quarterly to the Hazmat Team Advisory Board, and further as needed.

The Coordinator performs supervisory, administrative, technical, and budgetary duties related to the training and preparedness of the Regional Haz-Mat Response Team. The Coordinator is an employee of the Miami Valley Fire/EMS Alliance (MVFEA).

Essential Duties and Responsibilities

1. Functions as the Regional Haz-Mat Team Coordinator
2. Functions as technical advisor and resource procurer at hazardous materials incidents; assists in the mitigation of incidents;
3. Assists in planning and conducting local Haz-Mat related training, tests, and exercises, including those conducted by Greene and Montgomery County LEPC's.
4. Advises local political subdivisions on the development and coordination of Haz-Mat related activities by submitting reports at county LEPC's, MCFCA, GCFCC, and Haz-Mat Advisory Board meetings;
5. Serves as public information officer representing the Team to the media and the community on a day-to-day basis; also serves in this capacity as requested by the Incident Commander at a Haz-Mat incident;
6. Responsible for assisting in the development, administration, and monitoring of budget, including preparation of monthly financial reports and purchase of supplies and equipment;

7. Maintains equipment inventory, coordinates maintenance of team apparatus and equipment, keeps the Haz-Mat Advisory Board informed on equipment condition;
8. Maintains regular contact with liaisons and the various committees., meets, as required, with supervisory personnel on each shift at each location where team equipment is regularly housed;
9. Attends all meetings of the Haz-Mat Advisory Board, Executive, Training, and Equipment Committees, county LEPC's, Montgomery and Greene County Fire Chiefs, and any other determined necessary by the Advisory Board/Executive Committee.
10. Serves as Emergency Coordinator for the MGCLERC, and serves on the MGCLERC Training, Compliance, and Planning sub-committees;
11. Annually reconciles the MCGLERC SARA Title III CAMEO Database to the teams and all member agency's computers. Keeps mapping and hazards analyses computer data current;
12. Prepares and distributes a monthly Haz-Mat Team Newsletter to all team members, fire chiefs, and board members;
13. Functions as the instructor for the Hazmat Technician course for the regional team and provides for annual refresher courses throughout the region, as requested. Provide Hazmat Technician level classes for the Regional Team, as necessary. In addition, may provide annual refresher courses throughout the region.
14. Maintains a current computer database of team members and their training; Database shall indicate which members meet OSHA, NFPA and team standards to work in a Level-A Encapsulated Suit; Maintains records per OSHA standards.
15. Maintains an extensive list of contacts and resources, and related information.
16. Performs other Haz-Mat related work, as required by the Haz-Mat Advisory Board, e.g. hazards analyses.
17. Serves as an Ambassador-at-Large to the industrial, business, and social community representing the Dayton Regional HazMat Team.
18. Prepares Haz-Mat Team near and long-term goals for team structure, trainings, exercises, communications, and equipment.

Peripheral Duties

1. Submits recommendations for revisions and updates to the Team Standard Operating Procedures to the Advisory Board throughout the year, or at least annually;
2. Assists MVFEA Executive Director in the development of annexes and standard operating procedures to the Emergency Operations Plan as they relate to Haz-Mat, assists other agencies with Haz-Mat related emergency planning such as MGCLERC, MCFCA, GCFCC, or any others as assigned by the Board;
3. Coordinates any other activities when so directed by the Haz-Mat Advisory Board.

Minimum Qualifications

Education and Experience:

High school diploma or equivalent, Associate Degree in Fire, Environmental, Safety or related fields, or equivalent.

Necessary Knowledge, Skills, and Abilities:

Knowledge of basic firefighting practices and strategies; knowledge of hazardous materials emergency response and control techniques; ability to analyze complex situations and exercise judicious but decisive judgment, especially under emergency or crisis conditions; knowledge of principles and objectives of the Incident Command System; knowledge of structure and management of local government; knowledge of methods of organization, planning, and supervision; ability to deal effectively with local, state, and federal agencies and officials, including police, fire, EMS, and emergency management; working knowledge of computer database, communication, and word processing techniques; strong written and verbal communication skills. The ability to work independently.

Required Experience and Certifications:

Experience in emergency services for a minimum of five years. The ability to efficiently use the complete CAMEO suite.

The following certifications are required, and must be kept current:

- Ohio Firefighter Level II
- Hazardous Materials/WMD Technician
- Ohio Haz Mat Officer/Haz Mat Safety Officer (obtain within 6 months)
- NIMS 300 and 400
- Must possess a valid Ohio Motor Vehicle Operator's License at time of appointment and maintain the valid license throughout employment.

- Must complete three CEUs of hazardous materials, fire, safety, environmental or computer courses annually.

Preferred Experience and Certifications:

The following qualifications and experience are preferred:

- Ohio Fire Instructor Certification
- Fire Officer II-IV
- Previous EMS experience
- Supervisory experience

Tools and Equipment Used:

Vehicle, fire apparatus, ambulance, first aid, radio, fire pumps, hoses, self-contained breathing apparatus, and other standard firefighting equipment, air monitoring, paging, landline and cellular telephones, and fax equipment, personal computer including word processing, database, spreadsheet and communications software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

While performing the duties of this job, the employee is typically required to sit and talk or hear. The employee is required to stand, walk, use hands to handle or operate objects or controls; reach with hands and arms; climb, balance step, kneel, crouch, or crawl; and taste or smell. The employee may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work is performed both in an office, training, and field settings. The employee may work in outside weather conditions. Work is sometimes performed in emergency and stressful situations. The employee occasionally works in high, precarious places, and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold or heat, and hazards associated with hazardous materials, fighting fires, and rendering medical assistance. The noise level in the office work environment is usually quiet, but loud at an emergency scene.

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference checks, and any job related test that may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude one from the position if their work is similar, related, or logical to assignment of the position. A police background, medical exam, and driving record investigation will be conducted.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs to the employer and requirements of the job change.