The Township Administrator is the Chief Executive Officer of Colerain Township, and is responsible for the day to day execution of the operations of the Township, including all policies of the Township as established by the Board of Trustees.

The responsibilities of this position consist of highly specialized administrative and managerial oversight of the various departments and functions of the Township. This person will foster and promote a culture of accountability and continuous improvement with all departments and personnel, and continuously strive for excellence in serving residents. Duties of the positions are performed under the general direction of the Board of Trustees.

ESSENTIALS ROLES & RESPONSIBILITIES:

- Thought leader and visionary; consistently adds real value by providing innovative ideas, leading improvement initiatives, and fostering best in class service and efficiency for the residents of Colerain Township.
- Networks with others inside and outside the Township to identify new trends and best practices.
- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Questions established practices or procedures in the interest of improving them.
- Strong leadership presence; influential and confident without appearing excessively authoritarian or arrogant.
- Thorough knowledge of contemporary public administration concepts.
- Superior oral and written communication skills, as well as public relation skills.
- Sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize and manage multiple complex projects.
- Demonstrate strong initiative, sense of urgency, and exhibit a high energy level in order to quickly generate results; proactive without being rash or impulsive.
- Highly imaginative, but comfortable managing ambiguity and dealing with “gray areas.”
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials, especially those with widely diverse management styles and personalities.
- Ability to analyze and interpret complex information and convey solutions in Executive Format for both elected and appointed officials.
- Ability to coach and mentor subordinate employees in the specialized fields of public safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Ability to focus Township personnel on customer service and engrain customer service principles and best practices in all facets of Township Government.
- Manages the economic development efforts of the Township.
- Serves as the primary liaison to businesses in the community.
- Recruits and retains businesses into the community.

CRITICAL SKILLS /

- Ability to act as administrative head and supervisor of department heads.
**POSITION TITLE:** Township Administrator

**STATUS:** Full time - Exempt

**REPORTS TO:**
Board of Trustees

**Salary Range:** $122,000 - $148,000

**SUPERVISES:**
Asst. Admin., Dev. Director, Fire & Police Chief

**Minimum Education:** Bachelor’s Degree

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**EXPERTISE:**

- Ability to implement policy as dictated by the Colerain Township Board of Trustees.
- Ability to recommend action steps and/or best practices in the implementation of stated Board Policy.
- Able to serve as chief appointed advisor to the Board of Trustees on internal matters (i.e. budgets, human resources, etc.).
- Ability to supervise and direct activities of the divisions of the Township that are under the control and jurisdiction of the Board of Trustees.
- Ability to work with Health Care Committee to recommend Township insurance plans.
- Ability to represent the Township’s interests and views as warranted.
- Ability to represent and defend decisions of the Board of Trustees as warranted.
- Skill in formulating operating budgets for all departments and services, and ensuring adherence to those budgets.
- Ability to supervise the annual appraisal process for non-union personnel; ensure the merit pool as determined by the Board of Trustees is properly allocated and not exceeded.
- Ability to work with Township staff to direct the communication of messages and public relations of Colerain Township. Ensure a consistent and positive message through Colerain Township’s web site, social media tools, special events, newsletter, media contacts, public improvements, and branding of Colerain Township to residents, businesses and visitors.

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**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- Graduate of an accredited four-year college or university with a preference for a master’s degree in public administration, business administration, or a closely related field.
- Ability to obtain membership in the International City / County Managers Association, an ICMA Credentialed Manager preferred.
- At least 5-10 years of management experience in either a local government or business environment.
- Highly proficient with computers and management information systems, especially Microsoft Office applications.
- Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

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**PHYSICAL & MENTAL REQUIREMENT:**
A mature and pragmatic individual with strong people skills, high integrity, energy and enthusiasm who consistently exercises good professional judgement. Constantly and consistently a top performer. Pushes self and the entire organization for results. An initiator both in thinking and in relationships. An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change. This person must be ethically driven and self-motivated.

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

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**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time.

Revised on 12-14-2021
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<tr>
<td>Township Administrator</td>
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<td>REPORTS TO</td>
<td>Salary Range:</td>
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<tr>
<td>Board of Trustees</td>
<td>$122,000 - $148,000</td>
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<tr>
<td>SUPERVISES</td>
<td>Minimum Education:</td>
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<tr>
<td>Asst. Admin., Dev. Director, Fire &amp; Police Chief</td>
<td>Bachelor’s Degree</td>
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time as needed.
**POSITION TITLE**
Assistant Township Administrator

**STATUS**
Full time - Exempt

**REPORTS TO**
Township Administrator

**Salary Range:**
$92,000 - $117,000

**SUPERVISES**
Director of PS, Finance, Office Manager, Recep., & HR

**Minimum Education:**
Bachelor's Degree

---

**PURPOSE:**

The responsibilities of the Assistant Township Administrator consist of highly specialized administrative and managerial oversight of solid waste management, human resources, coordination of technology improvements, safety compliance, grant administration, and other duties as required by the Township Administrator.

**SCOPE:**

Duties of the position are performed under the general direction of the Township Administrator. In the absence of the Township Administrator, the Assistant Township Administrator may assume the Administrator’s requisite duties. This position requires a thorough knowledge of development incentives, technology issues, safety regulations, human resources, and public management concepts.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Assists the Administrator with economic development efforts of the Township.
- Receives and responds to general residents’ complaints.
- Serves as secondary negotiator for Collective Bargaining.
- Oversees grievances for Administration and assigned departments before the level of Township Administrator / Trustee.
- Serves on the Colerain Corridor Task Force and aids businesses in the knowledge and conformance with access management plans as dictated by the Ohio Department of Transportation and the Colerain Corridor Plan.
- Responsible for the formation, setup, and distribution of the Township’s e-newsletter.
- Periodically reviews and revises personnel policies and procedures and aids the township administrator in pre-disciplinary hearing investigations.
- Formulates operating budgets for various general services, economic development, recycling incentive and special grant funds and, subsequently, participates in the budget review process.
- Attends and participates in various organizations that promote development in the Colerain Township area.
- Oversees compliance with storm water EPA Phase II guidelines and the hazard mitigation projects in the community.
- May act as representative on behalf of the Township Administrator at meetings or conferences.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- May represent the township at various functions that are dedicated to the promotion of economic development.
- Responds to citizen inquiries on various Township contracts, including solid waste, electric aggregation, and gas aggregation.
- Oversees the high level implementation of human resources department, including the implementation of various human resources initiatives.
- Coordinates indigent burials/cremations for the Township.
- Provides high level support and guidance to department heads on various personnel policies and issues.
- Ability to coach and mentor subordinate employees in the specialized fields of public...
**POSITION TITLE**  
Assistant Township Administrator

**STATUS**  
Full time - Exempt

**REPORTS TO**  
Township Administrator

**Salary Range:**  
$92,000 - $117,000

**SUPERVISES**  
Director of PS, Finance, Office Manager, Recep., & HR

**Minimum Education:**  
Bachelor’s Degree

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- safety, zoning, public services, parks administration, and other services; comfortable and confident in offering constructive feedback and identifying opportunities for improvement.
- Assists in the development of the Township’s strategic plan.
- Responsible for evaluating and developing various data dashboards and analytics for internal and external use.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Special projects as assigned.

**CRITICAL SKILLS / EXPERTISE:**

- Ability to establish and maintain cordial and effective working relationships with other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of economic development, human resources, and general public management.
- Ability to communicate succinctly and effectively.
- Ability to conduct complex research and prepare succinct, yet thorough, reports.
- Ability to analyze issues and render difficult recommendations.
- Ability to report for duty dependably and punctually.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

Graduation from an accredited college or university with a baccalaureate degree in public administration, business administration or another related field with three years of experience in local government administration. Master's degree in public administration, business administration or another related field preferred. Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful in this role will also be considered.

**PHYSICAL & MENTAL REQUIREMENT:**

The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a sitting/standing position for long periods.

**WORK ENVIRONMENT:**

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

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
PURPOSE:

The Director of Finance provides direct supervision and is responsible for the daily operations of the Township financial office and its employees. The Director must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

SCOPE:

The Director of Finance will play an integral role in the success of Colerain Township. This person will plan, organize, coordinate, and direct financial activities related to the management of Colerain Township Administration. Under direction of the Township Administrator, the Director of Finance will manage the Township’s financial activities according to the rules of the Ohio Revised Code, and assist the Township Administrator, Assistant Administrator, and Department Heads with a variety of financial management matters, including payroll, accounts receivable, accounts payable, budget/forecast, risk/insurance, benefits administration and information technology. The Finance Director will also be the lead resource in regularly providing the Board of Trustees all financial analytics and summarized management reporting that it requires.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Direct and oversee all the financial activities of the Township including preparation of current financial reports as well as summaries and forecast for future Township growth or decline and general economic outlook.
- Obtain and analyze financial information in order to forecast business, industry, economic and governmental trends as a basis for making investment decisions.
- Performs quantitative analysis required for the strategic planning for the Township operations and the Township’s investments.
- Coordinate and review with Fiscal Officer all accounting functions and financial statements in a timely fashion.
- Directs the preparation of all financial reports.
- Oversees the Finance Department, assists the Administrator and the Board of Trustees in budget preparation, and audit functions.
- Confers with Administrator to coordinate and prioritize financial planning to include pinpointing opportunities and areas that need reorganizing, and staffing level evaluations.
- Prepares long-term and short term strategic financial planning.
- Studies and recognizes long term trends and projects the Township’s financial needs for operations and capital improvements against projected revenues.
- Maintains close relations with approved bankers, brokers, and other professionals within the financial and business communities to maximize the quality and available investment opportunities.
- Insures the integrity of the financial functions of the Township.
- Reconciles daily/monthly cash flow statements and reconciles to monthly bank statements.
- Reconciles payroll including entering of new employees.
- Assist Fiscal Officer in managing all facets of the township accounting and

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<td>Director of Finance</td>
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<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Assistant Township Administrator</td>
<td>Salary Range: $79,000 - $104,000</td>
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<th>SUPERVISES</th>
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- Maintain a financial management system consistent with township policy, generally accepted governmental accounting and financial reporting principles and procedures in the Ohio Revised Code.
- Serve as the primary Liaison to the Colerain Township Fiscal Officer to make certain the duties of the office are carried out in a timely and efficient manner, including oversight of the accounts payable function and ensuring all Township obligations are paid in a timely manner.
- Participate as a member of the Colerain Township Health Care Review Committee that partner to direct and plan the selection of Health Care providers to maintain health care to employees in the most cost effective manner.
- Supervise staff of the Colerain Township Finance Department.
- Review, analyze and recommend improvements for the accounting and payroll software to improve accuracy, efficiency, internal control, and timeliness and customer relations.
- Review, analyze and assist in the implementation and control of purchasing and inventory systems.
- Oversee and assist in the preparation of an Annual General Financial Report according to Governmental General Accepted Accounting Principles, linking management objectives to financial obligations.
- Assist in the preparation of the annual township tax budget, temporary and permanent appropriation resolutions, and capital improvement plans; plan and coordinate appropriation adjustments as needed.
- Oversee and assist in the forecasting of revenues and expenditures on a quarterly or project basis.
- Ensure departmental budgets are followed and assist in training department personnel in financial systems and principals.
- Consult with the Township Trustees and Township Administrator for recommendations for re-appropriation of needed funds.
- Monitor the lighting district budgets and certified assessments with Hamilton County to ensure proper payment of lighting obligations.
- Provide for the disbursement of all funds from the township treasury.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer.
- Maintain accounting for fixed assets, including the sale of obsolete assets through online auctions.
- Develop both short and long-term policy recommendations to meet financial and service obligations of the Township in light of funding from State and Federal Government sources.
- Assist the Township Administrator/Economic Development Director with Tax Increment Financing Bonds and Project accounts for compliance with the ORC.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Assist the Township Administrator/Economic Development Director in the coordination of land values with the Hamilton County Auditor’s Office to make certain historical TIF values and tax increments are collected and dispersed correctly.
**POSITION TITLE**

Director of Finance

**REPORTS TO**

Assistant Township Administrator

**STATUS**

Full Time - Exempt

**Salary Range:**

$79,000 - $104,000

**SUPERVISES**

Finance Specialist, Accounting Specialist, IT Director

**Minimum Education:**

Bachelor’s Degree

- Perform in depth cash flow analysis based upon the Hamilton County Auditor’s estimated tax revenue in terms of expenditures for operating budgets, reserves and capital improvements budgets.
- Assist in the preparation and processing monetary match for Colerain Township grant applications.
- Assist the Township Administrator and Law Director in all monetary matters for collective bargaining agreements, specifically, to model the long-range financial implications of all proposals and counter-proposals.

**CRITICAL SKILLS / EXPERTISE:**

- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government financial management.
- Ability to develop and maintain working relationships with associates, superiors and public.
- Ability to read, analyze, and interpret general financial/business periodicals, professional journals, technical procedures, or governmental regulations and other professional topic related documents.
- Ability to prepare reports and business correspondence.
- Ability to effectively present information and respond to questions from groups, employees, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry.
- Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong analytical and financial modeling skills, with the ability to derive key insights from financial and operational data, prepare complex analytical financial reports, and communicate insights and solutions to the Administrator, Board of Trustees, and other appointed officials in a summarized and lucid manner.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.

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- Thorough knowledge of accounting & finance procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, purchasing, and goal setting.
- Ability to conduct him/herself in accordance with the highest ethical standards, both on and off duty.
- Ability to maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Must be available for service at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Ability to maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Ability to refrain from abusive and threatening conduct toward co-workers.
- Ability to maintain the confidence and trust of peers, superiors and general citizenry.
- Must be self-disciplined, self-motivated and work independently of direct supervision.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- Graduation from an accredited college or university with a baccalaureate degree in business/public administration, accounting or finance. Master’s degree is preferred.
- Knowledge of database and accounting computer application systems.
- Minimum 5-7 years of experience in finance related field with deep understanding of governmental accounting and systems.
- Highly proficient with Microsoft Office applications, with advanced Excel skills. Highly proficient in financial management systems on a fund accounting platform is preferred.

**PHYSICAL & MENTAL REQUIREMENT:**

The employee must be able to lift and/or move varying amounts of weight, depending upon the task. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a sitting/standing position for long periods.

**WORK ENVIRONMENT:**

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

**EMPLOYEE ACKNOWLEDGEMENT:**

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Revised on 12-14-2021
PURPOSE:

To universally and wholly support the continually evolving IT needs of Colerain Township. Including all related updates, upgrades, and advancements. This position demands continuous knowledge of technological advances in networked PC hardware and software ranging from hubs, switches, servers, and peripherals, to the various software applications that operate them. Work sites include the township administration building and all other township buildings.

SCOPE:

Being the sole IT “Person” for the entire Township, this position requires a thorough working knowledge of an HP switched network, Microsoft Server networking, various computer software applications, PC, Server and peripheral hardware, program development, and project management. This position also requires people ‘soft’ skills as much of this position also involves face-to-face, end-user support and troubleshooting. This position demands continuous knowledge of the current advances in technology. The scope of responsibilities is varied and progressive as the technology field is constantly changing and advancing. Duties of the position are performed under the general direction of the Township Director of Finance.

ESSENTIALS ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Oversees computer network and computer vendors, communicating to them any system problems for adjustment and/or correction.
- Researches, evaluates, recommends and bids, when appropriate, new software purchases for each department.
- Coordinates shared software applications between all departments.
- Recommends purchase of new software and upgrades.
- Responsible for installation and integration of all software in township networking environment.
- Maintains working knowledge of the operations and processing of all software applications.
- Strategically recommends purchase of new equipment and upgrades that enhance township productivity and efficiency.
- Maintains working knowledge of all Computer hardware devices and their operations.
- Manages and controls proper licensing of all applications.
- Coordinates and serves as primary contact for all computer support agreements and software developers.
- Creates controls and maintains an inventory for all hardware, software, licenses, and updates.
- Oversees fiber optic network to make certain it is functioning properly and utilized efficiently.
- Serves as primary contact for end-user helpdesk support issues.
- Maintains backup schedule, IT Disaster Plan and performs backup of each server on the network.
- Responsible for safe storage and rotation of backup tapes.
- Performs prompt restoration of any files upon qualified requests.
- Ability to analyze, identify and diagnose system problems or errors on many levels including software, hardware, networking and communication.
- Assists in the development of computer policy(s) regarding the use of the township’s computer network and telecommunications, and expected to identify and report policy

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<td>IT Director</td>
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<th>SUPERVISES</th>
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- Violations to the Finance Director, and the Assistant Township Administrator or Township Administrator.
- Aids Finance Director and Department Heads in preparing budgets for computer related accounts.
- Helps direct and maintain the Township website and internet functions and communications.
- May act as trainer or assist in the training of township employees on hardware or software issues.
- May represent the township at meetings, seminars or conferences.
- May assist in the preparation and processing of technological grant applications.
- May participate in the creation and maintenance of township website.

**CRITICAL SKILLS / EXPERTISE:**

- Knowledgeable in the principals and practices of GB Ethernet/Fiber networking.
- Technical and practical knowledge of many software applications, which include, but are not limited to: Microsoft Windows server and Windows 10, Microsoft Office Suite, Microsoft Exchange Server.
- Ability to troubleshoot various computer issues effectively and promptly.
- Ability to perform repairs and/or adjust components of the computer network with precision and care.
- Possess analytical skills to observe township functions and recommend IT solutions to promote efficiency in the organization.
- Ability to organize, resolve, and process several issues simultaneously.
- Ability to internalize, translate, and disseminate technology terms and protocols to end-user personnel.
- Ability to lead and manage projects from infancy through completion.
- Knowledge of Cisco Firewalls, including configuring access lists, Nat rules and site-to-site tunnels from Pix IOS 6.x to the new ASA Firewalls.
- Knowledge of Microsoft Server Administration, from setting up new servers as well as maintaining existing Active directory network including multiple domain controllers and implementing group policies for different departments.
- Knowledge of Exchange Server experience including setting up new servers and joining to existing forest along with migrating from previous versions of Exchange (i.e. 2010 to 2016).
- Knowledge of hosted VOIP and Basic VOIP Administration.
- Knowledge of Networking including working with Layer 2 and Layer 3 switches and understanding how to troubleshoot issues with regard to spanning tree loops and broadcast storms, as well as cabling standards and what type of connections are needed based on the switch interfaces i.e. LC fiber, SC Fiber etc.
- Must have experience with running and terminating different types of cabling including CAT6, Coax and fiber.
- Must possess ability to handle updating and creating web pages for the external website.
- Need to be able to support user’s handheld phones across various models/manufacturers for setting up email access.
- Needs to possess audiovisual skills in order to setup and install projectors and multimedia environments within the different departments.
• Need to have a good understanding of Server UPS and power requirements because when installing new equipment, breakers may need to be upgraded as well as the type of outlet from a 15amp to a 20amp or even a 30-amp twist lock.
• Experience installing and configuring enterprise level wireless access points including various encryption methods.

High school diploma or GED required. Graduation from an accredited college or university with a baccalaureate degree in Information Systems, Computer Science or other related field, preferred. Two years of technical experience in a Microsoft Networking/Exchange environment as well as a CISCO or HP/ARUBA hardware networking. 6 years of equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be effective in this position.

The employee must be able to lift and/or move varying amounts of weight, depending upon the task. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a sitting/standing position for long periods.

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be available around-the-clock to correct any system failure or other detrimental network/computer related problems.

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.


**POSITION TITLE**
Finance Specialist

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<th><strong>STATUS</strong></th>
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<td><strong>REPORTS TO</strong></td>
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<td><strong>Salary Range:</strong></td>
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<tr>
<td><strong>Minimum Education:</strong></td>
<td>H.S. Diploma/GED</td>
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**PURPOSE:**
Under direction of the Director of Finance, the Finance Specialist will plan, organize, process and manage all facets of the township financial processes consistent with township policy, collective bargaining agreements, department of labor and the Ohio Revised Code.

**SCOPE:**
The Finance Specialist will play an integral role in the success of the Finance Department. Under direction of the Director of Finance, the Finance Specialist will assist with financial activities according to the rules of the Ohio Revised Code, and assist with a variety of financial management matters such as accounts receivable, accounts payable and payroll. This position requires a thorough knowledge of the principals of fund accounting and an extensive background in computerized financial systems. Extensive experience in all financial areas are essential.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Plan, organize, process and manage, township financial records with all facets consistent with township policy, collective bargaining agreements and the Ohio Revised Code.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer and Director of Finance.
- Ensure all payroll transactions and associated reports and filings are accurate & timely and executed in accordance with law.
- Preparation of W2s and timely filing.
- Prepares and balances deposits; entering deposits by accounts; examines receipts for accuracy and completeness; deposits monies into the bank.
- Oversee the lighting district program by assisting with new requests and preparing annual assessments to Hamilton County Auditor’s office.
- Processing of all internal and external mail related to payroll and accounts receivable.
- Filing into Onbase Electronic Human Resource System.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Maintains Township Financial Records; submitting records for destruction as permitted.
- Prepares periodic financial, statistical or operational reports as assigned.
- Serve as backup to the Accounting Specialist by assisting with the processing of Purchase Orders; updating tracking log daily.
- Reconciliation of purchasing card receipts and payment of statement on a monthly basis.
- May serve as the Township Purchasing Card Compliance Officer, if necessary.
- Other duties as assigned.

**CRITICAL SKILLS / EXPERTISE:**
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to

*Revised on 12-14-2021*
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<tr>
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- Assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of payroll and financial procedural best practices, and standard office and accounting systems and software.
- Ability to plan, organize and direct the work of subordinate employees in the financial areas.
- A mature and pragmatic individual with strong people skills.
- A person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Constantly and consistently a top performer. Pushes self and the entire organization for results.
- An initiator, both in thinking and in relationships.
- An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- High School Diploma or equivalent. Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field preferred.
- At least 3-5 years of experience in payroll with deep understanding of governmental accounting & systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications, with advanced Excel skills. Proficient with financial management systems on a fund accounting platform is preferred.

**PHYSICAL & MENTAL REQUIREMENT:**

Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

**WORK ENVIRONMENT:**

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

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position.

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**ACKNOWLEDGEMENT:** Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**POSITION TITLE**
Accounting Specialist

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Director of Finance

**Salary Range:**
$42,500 - $63,000

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

**PURPOSE:**
Under direction of the Director of Finance, the Accounting Specialist will plan, organize, process and manage all facets of the township accounts payable and benefits consistent with township policy, collective bargaining agreements and the Ohio Revised Code.

**SCOPE:**
The Accounting Specialist will play an integral role in the success of the Finance Department. Under direction of the Director of Finance, the Accounting Specialist will plan, organize, coordinate, and direct activities related to the accounting functions of the Finance Department, as well as the Public Services, Public Safety, Planning, and Zoning departments. This person will assist with financial activities according to the rules of the Ohio Revised Code, and assist with a variety of financial management matters in addition to the duties associated with the Fiscal Office.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Plan, organize, process and manage township accounting records, all facets of accounts payable consistent with township policy, collective bargaining agreements and the Ohio Revised Code.
- Maintain a system of internal control over expenditures in compliance with state law and coordinate all required audits as necessary with the Fiscal Officer and Director of Finance.
- Manage preparation of invoices, ensure all invoices are accurate and paid timely.
- Maintain vendor relations regarding accounts payable.
- Process Purchase Orders; updating tracking log daily.
- Inputs budgetary data into financial accounting system.
- Processing of all internal and external mail related to accounts payable.
- Prepares periodic financial, statistical or operational reports as assigned.
- Manage the appropriation maintenance for utility account lines.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Provides clerical support to Director of Finance as needed.
- Maintains Township Financial Records; submitting records for destruction as permitted.

**CRITICAL SKILLS / EXPERTISE:**

- Must have strong communication skills, both written and oral. Excellent customer service skills.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Must be highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with employees.
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- Must be a mature and pragmatic individual with strong people skills.
- Must be a person of high integrity, energy and enthusiasm who can work independently, and as part of a team; consistently exercises good professional judgment.
- Must be constantly and consistently a top performer. Pushes self and the entire organization for results.
- Must be an initiator, both in thinking and in relationships.
- Must be an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- High school diploma or GED required. Graduate of accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field preferred.
- At least 3-5 years of experience in accounting with deep understanding of governmental accounting & systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications with advanced Excel skills. Proficient with financial management systems on a fund accounting platform is preferred.

**PHYSICAL & MENTAL REQUIREMENT:**
Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

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

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**POSITION TITLE**
Human Resources Specialist

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Assistant Township Administrator

**Salary Range:**
$42,500 - $63,000

**SUPERVISES**
N/A

**Minimum Education:**
Bachelor’s Degree

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**PURPOSE:**

Under direction of the Assistant Administrator, the Human Resources Specialist will plan, organize, process and manage all facets of the township human resources and benefits programs, consistent with township policy, collective bargaining agreements, and the Ohio Revised Code.

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**SCOPE:**

The Human Resource Specialist will perform a variety of routine clerical, secretarial and administrative work in the administration of various components of the personnel system of the organization, including job analysis, compensation analysis, applicant screening, examination, selection process, benefits, and training. This position requires a thorough knowledge of employee benefit programs, human resource practices and an extensive background in computerized financial systems and will work closely with the Director of Finance.

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**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Administers the township employee open enrollment and benefit programs, including retirement plan, health insurance, cobra administration and vacation, sick and other leaves.
- Assists independent auditors in the audit of township records.
- Manages open enrollment processes, prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.
- Reconciles monthly benefit bills and maintains employee benefit tracking spreadsheet.
- Maintains employee master files, and manages vendor relations related to Onbase.
- Assists Department Heads with the development of, posts, and advertises position vacancies as assigned; assists in the coordination of recruitment, interviewing and selection processes. Keeps records of applicants not selected for employment. Corresponds with job applicants to notify them of employment consideration.
- Conducts onboarding for all new hires and promoted full-time staff to foster positive attitude toward organization goals.
- Ensures compliance for all new hires and termination processes, inputs new hires and processes staff changes in financial management system.
- Responsible for Workers’ Compensation Program including claims administration and reporting.
- Manages retirement reporting of wages and employee status changes with Pension Boards.
- Assists with the development and management of township policy and procedures, ensuring that compliance is maintained by tracking staff evaluations, annual motor vehicle reports, and random DOT testing.
- Assists in conducting wage surveys within the labor market to determine competitive wage rate.
- Evaluates the township job descriptions; standardizing them township wide.
- Assist with the development and administration of township-wide wellness programs or initiatives.
- Prepares responses to public records request for HR items.
- Administrator for the Township’s Human Resources Information System.
- Other duties as assigned.

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Revised on 12-14-2021
POSITION TITLE: Human Resources Specialist

STATUS: Full time – Non Exempt

REPORTS TO: Assistant Township Administrator

Salary Range: $42,500 - $63,000

SUPERVISES: N/A

Minimum Education: Bachelor’s Degree

CRITICAL SKILLS / EXPERTISE:
- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government human resource management.
- Ability to develop and maintain working relationships with associates, superiors and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Thorough knowledge of human resources and benefit procedural best practices, and standard office systems and software.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
- Graduate of accredited four-year college or university with a degree in human resource management, business or public administration, or a closely related field.
- At least 3-5 years of experience in benefit administration with deep understanding of governmental systems. Consistently been a top performer in their peer group.
- Highly proficient with Microsoft Office applications, with advanced Excel skills.

PHYSICAL & MENTAL REQUIREMENT: Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

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

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
**POSITION TITLE**
Office Manager

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Assistant Administrator

**Salary Range:**
$40,500 - $61,000

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

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**PURPOSE:**

The Office Manager is responsible for carrying out secretarial and clerical processes necessary to the efficient and effective function of the Township.

**SCOPE:**

The employee in this position serves as the first contact and first impression of Colerain Township’s Administration. This position requires excellent customer service skills and the ability to perform various tasks simultaneously.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Serves as the primary backup to the Township Receptionist and fills in at the front desk in absence of a receptionist.
- Greet visitors and assist customers at the front counter, delivering exemplary customer service with genuine enthusiasm.
- Familiarity with how the Township operates, having knowledge of each department’s functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Answer all incoming phone calls, providing service or direction when applicable to address customer’s needs.
- Responsible for entry and maintenance of all Public Records Requests into the Customer Service Request (CSR) system.
- Assist Planning and Zoning Department with input of complaints into CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any “problem” areas that have arisen.
- Assist Planning and Zoning with permit intake.
- Process payments/revenue for Planning & Zoning Department.
- Assist HVAC, pest control, and other vendors by providing access as needed.
- Prepare annual inventory to be reported to Hamilton County Engineer by the second Tuesday of every January.
- Sort incoming mail and insure lobby area is tidy.
- Schedule meetings and update the Township electronic calendars.
- Monitor postage meter and refill funds as needed.
- Set up Trustee Chambers for meetings; purchase water as needed.
- Provide clerical support to staff.
- Responsible for developing and maintaining a positive work environment, to the best of their ability.
- Responsible for maintenance, service, and supplies for office copier.
- Organize supply closet and order supplies as needed.
- Maintain coffee area in lower level; order coffee as needed.
- Coordinate with Northwest Local School District Job Trainer to prepare for weekly visits of students, providing them with training in an office environment by completing tasks such as filing, shredding, scanning, etc.
- Maintain the trust of superiors, peers (both internal and external) and abide by the established ethics of the profession.

**CRITICAL SKILLS / EXPERTISE:**

- Ability to understand and follow oral and written instructions.
- Ability to report for duty dependably and punctually.

Revised on 12-14-2021
Position Title: Office Manager

Status: Full time – Non Exempt

Reports To:
Assistant Administrator

Salary Range:
$40,500 - $61,000

Supervises:
N/A

Minimum Education:
H.S. Diploma/GED

- Ability to organize and maintain accurate records and files.
- Ability to organize and analyze data and prepare records and reports.
- Ability to communicate effectively both orally and in writing.
- Ability to handle confidential information.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.

Education, Licensing & Certification Requirement:
High school education plus at least 2 years of general office experience which must include working collaboratively with the public and co-workers. Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs. Valid driver’s license. Prior experience working in a local government is preferred.

Physical & Mental Requirement:
Required to talk, hear, and/or use hands to handle or feel objects, tools or controls, and reach with arms and hands. Required to sit for a significant portion of the work hours and may also need to stand for an extended period of time. Occasionally must lift and/or move objects up to 25 pounds. Specific vision abilities required by this position are the ability to read handwritten and typewritten documents of varying quality, and to distinguish colors on maps and other documents.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves duties to be performed in an indoor office setting.

Employee Acknowledgement:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

Signature

Printed Name

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**Purpose:**

The Fire Chief has the overall responsibility to lead, direct, plan, and coordinate the activities of the Township's Department of Fire and Emergency Medical Services.

**Scope:**

Responsibility to project strong leadership qualities in the department. Contribute to the professional development and culture of the department. Facilitate recruitment, acquisition of property, maintenance of equipment and facilities, training, education, personnel management, and disaster planning as it relates to the community. Provide guidance to the department by identifying goals, providing educational and training opportunities for all personnel, assisting in developing and implementing new policies, and directing the overall operations of the Department. Provide leadership within the community. Capable of interacting with various groups and people within the community in conjunction with other departments of the Township regarding the future growth and direction of the Township for community strategic planning and disaster planning.

**Essentials Roles & Responsibilities:**

May include, but not limited to the following:

- Directs and manages all activities and operations of the department including administration, fire protection, fire suppression, emergency medical services, emergency management, technical rescue, fire prevention, code compliance, inspections, public education, training, and hazardous materials response.

- Manages the enforcement of fire ordinances, laws and codes; develops and implements rules, regulations, policies, and procedures to advance the mission, goals, and objectives, and provide efficient and effective fire and rescue services to the Township.

- Assess local needs and updates strategic plans for the future of the department and the Township. Analyze problems, identify alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.

- Advocates necessary changes to promote high quality of life within the community; coordinates and resolves interdepartmental issues that arise from fire services.

- Manage, supervise, and direct activities of assigned staff; makes recommendation regarding hiring, discipline, termination or advancement of employees. Schedule employees, assigns work, monitors progress; compose and conduct evaluations.

- Remain current on issues and trends relative to the department and service delivery responsibilities.

- Respond to and resolves sensitive and complex community and organizational inquiries and complaints.

- Monitor departmental operations and customer service to ensure quality control; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Interacts with other departments and agencies to promote and coordinate activities.

- Responds to major fire alarms/incidents and commands incident as necessary.

- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to

Revised on 12-14-2021
**POSITION TITLE**

Fire Chief

**STATUS**

Full Time - Exempt

**REPORTS TO**

Township Administrator

**Salary Range:**

$101,500 - $127,000

**SUPERVISES**

Assistant Fire Chiefs and Fleet Manager

**Minimum Education:**

BA/BS, MA/MS preferred

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effectively and efficiently provide departmental services and programs.

- Maintains high visibility with strong emphasis on communicating with members of the department.
- Develop and implement mutual/auto aid agreements with neighboring communities to ensure a high level of fire, rescue, and emergency medical services.
- Serve as a member of the Township's senior management team.
- Represent the Township in meetings with professional organizations, other public agencies, and the public.
- Meet with Board of Trustees and Township Administrator to assist in policy determinations.
- Address citizen groups regarding the activities of the department and to explain and promote public understanding of its work.

**CRITICAL SKILLS / EXPERTISE:**

- Knowledge and the ability to plan, organize, direct, and evaluate administration, fire protection, fire suppression, emergency medical service, emergency management, technical rescue, fire prevention, code compliance, public education, training, and hazardous materials response.
- Knowledge of federal, state and local statutes, ordinances, procedures, and safety/regulating guidelines from fire service related organizations.
- Strong knowledge and ability in utilizing the National Incident Management System and the strategy and tactics of firefighting.
- Knowledge of the general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting.
- Direct and manage activities/operations of a municipal combination fire department.
- Skill in determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Skill in developing, implementing, and evaluating policies and procedures to achieve department missions, goals, and objectives.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to develop, manage and maintain budgets.
- Ability to effectively assess community or township needs and strategically plan for the future of the department.
- Ability to research, evaluate, and use new methods and techniques for operational improvement.
- Ability to facilitate change and provide leadership to a diverse group of career and part-time firefighters.
- Ability to work independently with very little direction.
- Ability to demonstrate a high degree of ethics, integrity and discretion.
- Ability to monitor departmental operations and customer service to ensure quality control, identifying and resolving deficiencies.
- Ability to effectively represent the Township in meetings with professional...
## POSITION TITLE

**Fire Chief**

## STATUS

Full Time - Exempt

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- Ability to serve as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to deal constructively with conflict, develop consensus and facilitate change.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implements recommendations in support of goals.
- Ability to listen well and communicate effectively verbally and in writing with various audiences.
- Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
- Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.
- Ability to analyze and evaluate information accurately, and to express ideas clearly when providing oral and written reports or recommendations on administrative, financial and technical issues.
- Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.
- Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

### EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Bachelor’s Degree from an accredited college or university.
- Graduate of the National Fire Academy’s Executive Fire Officer Program or Ohio Fire Executive Program.
- Valid State Driver’s License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician
- Valid State of Ohio Fire Instructor’s Certification
- Blue Card® Incident Command Certification

### PHYSICAL & MENTAL REQUIREMENT:

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

### WORK ENVIRONMENT:

- This work is primarily performed on the premises of the Department of Fire & EMS administration offices and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the
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</tbody>
</table>

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
To define the essential roles and responsibilities of the Assistant Fire Chief.

The Assistant Fire Chief provides direction and management of the Operations Bureau while supporting the overall operation of the Fire Department for Colerain Township. The person in this position must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications and coordinates duties of the Communications Officer, which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies communication deficiencies in the department and identifies objectives for improvement.
- Supervises the activities and programs involving apparatus and building maintenance which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of equipment is necessary at the various stations and among various personnel and apparatus; (d) identifies maintenance deficiencies in the department and identifies objectives for improvement.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met. Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.
- Upon learning or observing various behavior requiring disciplinary measures or
**POSITION TITLE**
Assistant Fire Chief of Operations

**STATUS**
Full Time - Exempt

**REPORTS TO**
Fire Chief

**Salary Range**
$88,800 - $101,500

**Supervises**
Full Time and Part Time Fire Personnel

**Minimum Education**
Bachelor’s Degree

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commendations, may determine the discipline or commendation to be received or may delegate the responsibility to the supervisory personnel.

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

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**CRITICAL SKILLS / EXPERTISE:**

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write, and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.
- As determined by specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Assistant Fire Chief of Operations</td>
<td>Full Time - Exempt</td>
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<tr>
<td>REPORTS TO</td>
<td>Salary Range</td>
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<tr>
<td>Fire Chief</td>
<td>$88,800 - $101,500</td>
</tr>
<tr>
<td>Supervises</td>
<td>Minimum Education</td>
</tr>
<tr>
<td>Full Time and Part Time Fire Personnel</td>
<td>Bachelor's Degree</td>
</tr>
</tbody>
</table>

**LICENSING & CERTIFICATION REQUIREMENTS:**

- Valid Driver’s License
- State of Ohio Firefighter II Certification
- State of Ohio Emergency Medical Technician – Paramedic Certification
- State of Ohio Fire or EMS Instructor’s Certification
- Minimum of a Bachelor’s Degree preferably in a related field
- Completion of the Ohio Fire Executive Program or National Executive Fire Officer Program
- A minimum of five years of command level experience
- Blue Card© Incident Command Certification

**PHYSICAL & MENTAL REQUIREMENTS:**

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**

- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

**DATE**

Revised on 12-14-2021
<table>
<thead>
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<th>REPORTS TO</th>
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<tr>
<td>Fire Chief</td>
<td>$88,800 - $101,500</td>
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<thead>
<tr>
<th>Supervises</th>
<th>Minimum Education:</th>
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</thead>
<tbody>
<tr>
<td>Division Chief; Captains – EMS/Training/CRR; Admin. Asst.</td>
<td>Bachelor's Degree</td>
</tr>
</tbody>
</table>

**PURPOSE:**

To define the essential roles and responsibilities of the Assistant Fire Chief of Administration.

**SCOPE:**

The Assistant Fire Chief provides direction and management of various administrative services while supporting the overall operation of the Fire Department for Colerain Township. The person in this position must be capable of overseeing the development and implementation of all policies and procedures, be capable of handling multiple projects at the same time and ensure the timely completion of all projects and assignments. In addition, the person in this position must respond to all major emergencies as one of the primary incident commanders.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
- As a member of the Senior Command Staff, explores and develops new policies and procedures for the department.
- Division budgeting and expenditures- Submits the division budget for the year and determines the cost effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Supervises the activities and programs involving communications, building maintenance, and apparatus which includes the following: (a) makes recommendations on the purchase and maintenance of equipment; (b) ensures proper and adequate equipment deployment; (c) determines where and what type of communication equipment is necessary at various stations and among various personnel and apparatus; (d) identifies deficiencies in the department and identifies objectives for improvement.
- Compiles the Annual Report defining department accomplishments and reporting for the previous year.
- Maintains General Orders for Policy Manual update each year.
- Oversees the Accident Review Board.
- Functions as Fire Department liaison to Information Technology and plans and purchases new computer equipment.
- Encourages group input, participation, and synergism through meetings, training, and delegation of projects and tasks as appropriate.
- Supervises assigned bureau (s) performance measurement. This includes but is not limited to overseeing to determine that operational goals are being met.
- Observes individual performance to determine that the training which is taking place is effective.
- Problem solves. The person in this position must be able to supervise various personalities to ensure the smooth operation of the division.
- Demonstrates personal compliance with the physical fitness program and be able to perform basic firefighting/emergency medical tasks during emergency incidents.
- Assures personal and departmental compliance with all applicable laws, ordinances, regulations, and standards of good business practice in all department activities and endeavors.
- Upon learning or observing various behavior requiring disciplinary measures or commendations, may determine the discipline or commendation to be received or may delegate the responsibility to the supervisory personnel.

Revised on 12-14-2021
 POSITION TITLE  
Assistant Fire Chief of Administration  
STATUS  
Full Time – Exempt  

REPORTS TO  
Fire Chief  
Salary Range:  
$88,800 - $101,500  

Supervises  
Division Chief; Captains – EMS/Training/CRR; Admin. Asst.  
Minimum Education:  
Bachelor’s Degree

- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Performs essential duties of the Chief in his absence as possible and as necessary (see the Chief job description).
- Performs all functional duties of firefighter and EMT or Paramedic, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed. For details, see the firefighter/EMT job description.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.
- Attends meetings and in-services as required.
- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

CRITICAL SKILLS / EXPERTISE:

- Ability to work considerable extra time and scheduling flexibility will be required at times in the form of meetings, training sessions, and committee involvement, and there will be a general 24 hour on-call requirement.
- Must have knowledge of department rules, regulations, policies, and procedures; structure and function of the department and local, town/county governments; local, state, and federal laws affecting employment practices, budgeting and funding, and emergency service organizations; business administration and personnel development, management, and supervision.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures; fire prevention, inspection, and investigation procedures; public education requirements; instructional skills; emergency medical and communications systems and procedures; budgeting and purchasing planning and procedures; program development, implementation, and evaluation; news media relations; labor relations; and records completion, management, and statistical analysis.
- Must have the ability to direct, coordinate, and/or manage complex operations, analyze problems quickly and take action under stress, read a wide range of technical literature, write and edit materials for multiple purposes, handle complex public and departmental contacts, deliver lectures, and apply basic mathematical concepts.
- Must be skilled in application of human resources development and business management principles.
- Must show attention to detail, emotional stability, personal integrity, good physical condition, creativity, and self-motivation.
- Ability to interface with individuals from all divisions and levels of the department, the general public, and the professional community.
- As determined by specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Valid State Driver’s License
- Valid State Firefighter II
- Valid State of Ohio Emergency Medical Technician

Revised on 12-14-2021
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Assistant Fire Chief of Administration</td>
<td>Full Time – Exempt</td>
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<tr>
<td><strong>REPORTS TO</strong></td>
<td><strong>Salary Range:</strong></td>
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<tr>
<td>Fire Chief</td>
<td>$88,800 - $101,500</td>
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<tr>
<td><strong>Supervises</strong></td>
<td><strong>Minimum Education:</strong></td>
</tr>
<tr>
<td>Division Chief; Captains – EMS/Training/CRR; Admin. Asst.</td>
<td>Bachelor’s Degree</td>
</tr>
</tbody>
</table>

- Valid State of Ohio Fire Instructor’s Certification
- Minimum of a Bachelor’s Degree in a related field
- Completion of the Ohio Fire Executive Program or National Executive Fire Officer Program
- A minimum of five years of command level experience
- Blue Card® Incident Command Certification

**PHYSICAL & MENTAL REQUIREMENT:**
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**
- This work is primarily performed on the premises of the Fire Department headquarters and within Colerain Township.
- Exposure to heat and cold, fire and smoke, riding in emergency vehicles, and other hazards inherent to the fire service will be encountered in the performance of the position's functions.

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

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Revised on 12-14-2021
**POSITION TITLE**
Administrative Assistant

**STATUS**
Full Time – Non Exempt

<table>
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<th>REPORTS TO</th>
<th>STATUS</th>
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<tr>
<td>Assistant Fire Chief of Administration</td>
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<th>SUPERVISES</th>
<th>Minimum Education: H.S. Diploma/GED</th>
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**PURPOSE:**
This position performs general office, clerical, technical, and related administrative support functions in the day-to-day operations of the Fire Department’s Training Division as well as support functions associated with community risk reduction activities and emergency medical services.

**SCOPE:**
This is an administrative position providing relatively complex and confidential office work specific to the fire department. Independent judgement is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, other governmental agencies, and the public on matters of significance to the department and may involve routine contacts with elected officials.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Position involves citizen contacts regarding fire department and township issues.
- Receives citizen complaints, questions and requests for information, and directs to the appropriate department officer or township/county agency.
- Provides follow-up to assure proper resolution and customer satisfaction.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Processes requests from citizens, insurance companies and attorneys for Fire and EMS reports.
- Responsible for compiling, assuring accuracy, and transmitting fire and rescue reports to State Fire Marshal’s Office each month.
- New Employee Applications; prepares and distributes application packets to prospective employees. Processes and files completed applications for training division review.
- Provides information to supervisors during annual employee evaluation process. Responsible for purging personnel files in accordance with policies.
- Records Storage; assists the records retention manager with records storage activities. Includes proper storage of records and purging of files in accordance with ORC.
- Performs word processing, duplication, and collation of reports for program, bureau, and division managers in the department.
- Township Liaison; liaison for the department with all other township entities on administrative and payroll matters, including policies. Interacts with peer group in other township departments and administration.
- Purchase Requisitions & Billing Issues; assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer’s payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.

**CRITICAL SKILLS / EXPERTISE:**

- Knowledge of general clerical and administrative assistant operations, services, and activities.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases.

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email, internet, and voicemail.

- Knowledge of the principles and practices of customer service.
- Knowledge of Township and Fire Department Policy, Procedures, and Guidelines.
- Ability to perform competently in a dynamic work environment.
- Ability to meet and tactfully interact with the public in a variety of situations.
- Ability to perform complex administrative work involving the use of independent and personal initiative.
- Ability to independently prepare correspondence and memorandums.
- Ability to research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate modern office equipment, including computers.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including Township officials and the general public.

Shall possess a high school diploma. Shall possess a valid driver’s license. Valid CPR card or the ability to obtain CPR certification within 90 days of hire.

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 with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position.
Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**PURPOSE:**

The purpose of the position is to coordinate and direct all training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Fire Department personnel.

**SCOPE:**

The person in this position has a strong responsibility as the Colerain Township Fire Department holds training and safety of personnel as a high priority and that all personnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis. In addition, the person in this position must respond to emergencies as one of the department officers.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:
  
  a) Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  
  b) Using state EMS guidelines, determines the course schedule and ensures that the EMT and first responders take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  
  c) Sets the schedule for the weekly training classes
  
  d) Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
  
  e) Researches and develops new courses for established curriculum.
  
  f) Reviews new manuals available for the use in classroom instruction.
  
  g) Purchases any needed audio-visual equipment or training aids needed to supplement course curriculum.

- Goalsetting- establishes and implements training goals for the department
- Activity reports- Using a computerized recordkeeping system, enters various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, member activity reports, and meeting sign-ins.
- Incident post-analysis- Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Division budgeting and expenditures- Submits the division’s budget for the year and determines the cost-effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Will serve as a liaison for the Department, within the business community.
  
  a) Address training and related issues
  
  b) Foster working relationships
c) Create a compatible working environment between first responders and department members.

- Serves as the Ohio Department of Public Safety, Division of Emergency Medical Services Program Director for the State of Ohio Fire Charter issued to the Department.
  a) Insures all requirements of the State issued Fire Charter are met.
  b) Maintain the record keeping associated with the Fire Charter
  c) Develop an advisory committee and hold committee meetings

- Supervises Recruit Training Academies including but not limited to the following tasks:
  a) Establishes academy rules and regulations not covered by Fire Department policies.
  b) Establishes curriculum to meet local, state, and federal requirements using NFPA as a guide.
  c) Directly supervises recruit firefighters.
  d) Carries out discipline of recruits in accordance with Fire Department policies.

- Supervises department training instructors in development and implementation of training programs and individual classes.
- Supervises the activities and programs involved in the recruit applicant selection and objective promotion processes. This includes but is not limited to the following tasks:
  a) Schedules all the phases of the application process/promotion process and recommends ways to improve the process when possible.
  b) Recommends members of the Oral Interview Board.
  c) Ensures all of the equipment needed for the selection process is on site and in place on time.
  d) Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Chief for review.
  e) Ensures that all applicants meet the requirements for the position for which they are applying.

- Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:
  a) Performs as designated Department Safety Officer.
  b) Makes recommendations for Standard Operating Guidelines for the department.
  c) Disciplinary actions or commendations- Ensures that the department procedures and policies are followed by personnel. This includes but is not limited to delivering verbal or written warnings. On occasion, if the infraction warrants, takes corrective action, documents and maintains records to substantiate disciplinary actions and advises the Chief of serious

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disciplined action taken when necessary. In instances of exceptional
performance, provide letter of commendation for personnel file and advises
the Chief when such commendations are awarded.

d) Equipment purchases- Assists in research and development for any new
equipment for the department to ensure the safety standards and guidelines of
the department are met.

e) Goal setting- Assists in determining and implementing goals for the
department according to NFPA and OSHA standards.

- Oversees and assists personnel in meeting the requirements as set forth in NFPA
standards. This includes but is not limited to ensuring personnel successfully
complete the requirements as set forth in the Safety and Health Program, Infection
Control Program and overseeing the medical requirements for personnel are met.

- On occasion, will be assigned to complete special projects or research and
development as requested by the Chief and shall coordinate such projects with the
Chief.

- Upon arrival of an incident scene, coordinates, directs and supervises all activities.
This includes but is not limited to:

  a) Upon arrival of an incident scene, coordinates, directs and supervises all
activities. This includes but is not limited to:

     1. Performs as the incident commander at the incident scene in
     accordance with the department’s Standard Operating
     2. Procedures at the shift level. This includes but is not limited to the
        following tasks:
         i. Actual location of the incident
         ii. Brief description of the incident and report of conditions.
         iii. Designation of the individual assuming command and
              incident name.

- Assesses Incident Priorities. Incident priorities provide a framework for command
decision making. Tactical activity may address more than one incident priority
simultaneously:

  a) Life Safety (first priority)
  b) Incident Stabilization (second priority)
  c) Property Conservation (third priority)

- Performs Size-Up. The Incident Command must perform an initial assessment of the
situation, incident potential and resource status.

- Selects the Strategic Mode. Such operations are either an Offensive or Defensive
mode.

- Defines strategic goals and establishes tactical objectives.

- Implements the Action Plan.

- Implements the accountability tag system. When necessary, keeps track of personnel
on an incident by use of accountability tracking system.

- Staging. Implements incident staging when appropriate based on resources.
Transfer of Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:

a) The status of the current situation.

b) Resources committed to the incident and responding, as well as the present incident organizational structure.

c) Assessment of the current effect of tactical operations.

When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.

Attends meetings and in-services as required. This includes but is not limited to the Town Safety Board meeting.

On occasion, performs functions of higher-ranking officers as assigned by the Chief.

Performs all functional duties of firefighter and EMT when necessary (see the firefighter/EMT job description).

Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.


Meet or exceed all State of Ohio requirements for a firefighter/EMT-B.

Meet rank of Captain or Battalion Chief for minimum of one (1) year.

Successfully completed National Fire Academy Courses dealing with health and safety.

Completion of Command Officer Training classes.

Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e.: planning, organizing, directing, coordinating, and evaluating).

Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.

Ability to work varying schedules.

View Minimum Education & Experience as stated Above

Blue Card© Incident Command Certification

As set forth by the departments General Operating Guidelines

Revised on 12-14-2021
<table>
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<tr>
<th>POSITION TITLE</th>
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<td>Division Chief</td>
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<td>Assistant Fire Chief</td>
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<tr>
<td>All Part Time Personnel (Operations)</td>
<td>H.S. Diploma/GED</td>
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**WORK ENVIRONMENT:**

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
Colerain Fire & EMS recognizes the importance of a carefully selected and properly trained individual to assist in the completion of the mission of the department.

This position is designed to primarily augment the department in an administrative capacity and to support various functions within the department to include: community risk reduction, fire administration, community relations, and training and education services.

May include, but not limited to the following:

- All duties or assignments as identified by the Fire Chief or designee.
- Support of various administrative and operational elements of fire and EMS services, including community risk reduction, fire administration, community relations, and training and education services.

Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.

Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.

The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.

Communicate effectively, both verbally and in writing.

Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

- High school diploma or GED required.
- Substantial experience as a Fire & EMS employee.

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 with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Reservist</td>
<td>Part time – Non Exempt</td>
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<tr>
<th>REPORTS TO</th>
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<tr>
<td>Assistant Fire Chief of Operations</td>
<td>$15/hour - $16/hour</td>
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<tr>
<th>SUPERVISES</th>
<th>Minimum Education:</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>H.S. Diploma/GED</td>
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</table>

**WORK ENVIRONMENT:**

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

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
# Part Time Fire Safety Inspector

## Purpose:

To define the roles and responsibilities of the part-time Fire Safety Inspector.

## Scope:

This role will assist in community risk reduction activities by means of performing a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

## Essentials Roles & Responsibilities:

May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

## Critical Skills / Expertise:

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal’s Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

## Education, Licensing & Certification Requirement:

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid driver’s license.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector’s Certification.

## Physical & Mental Requirement:

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 with disabilities to perform the essential functions.

Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering.
and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**

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

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

---

**POSITION TITLE**
Part Time Fire Safety Inspector

**STATUS**
Part time – Non Exempt

**REPORTS TO**
Captain – Community Risk Reduction

**Salary Range:**
$15/hour - $16.50/hour

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

---

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
POSITION TITLE
Reservist - Public Educator

STATUS
Part Time – Non Exempt

REPORTS TO
Captain – Community Risk Reduction

Salary Range:
$15/hour - $16.50/hour

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
To define the roles and responsibilities of the Public Educator.

SCOPE:
The Public Educator must be able to coordinate and oversee special programs/public events, and manage all programs/events budgets. Additional responsibilities include supervising staff directly involved in the public education programs, researching, applying for, and administering grants for new and ongoing programs. Work is performed with considerable independence.

ESSENTIALS ROLES & RESPONSIBILITIES:
May include, but not limited to the following:

- Reviews and determines needs, defines goals, and recommends steps needed to carry out a planned public education program.
- Coordinate oversees, and evaluates public education programs.
- Serve as a department liaison with various external groups, such as the media, business interest, community groups and the general public.
- Manages Northgate Mall station.
- Assist other department and township management staff with public education details and events.
- Research, creates and implements “new” education programs.
- Research, prepares and disseminates material and coordinates interaction of members of the department, Township staff, business interest, community groups and the general public.
- Assist administration with other details as deemed necessary.
- Responsible for programs monthly statistics and general record keeping.

CRITICAL SKILLS / EXPERTISE:
- Application of computer systems to utility business procedures.
- Research techniques, methods and procedures.
- Grant research, writing and management.
- Program development, management and evaluation.
- Budget preparation and management.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
- Shall possess a high school diploma.
- Shall possess a valid driver’s license.
- Shall be at least 18 years of age.
- State of Ohio Firefighter II, EMT-B.

PHYSICAL & MENTAL REQUIREMENT:
As set forth by the departments General Operating Guidelines.

Revised on 12-14-2021
## POSITION TITLE
Reservist - Public Educator

### STATUS
Part Time – Non Exempt

### REPORTS TO
Captain – Community Risk Reduction

### Salary Range:
$15/hour - $16.50/hour

### SUPERVISES
N/A

### Minimum Education:
H.S. Diploma/GED

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

### EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

### SIGNATURE

### PRINTED NAME

Revised on 12-14-2021
### Position Title

Fire Hydrant Maintenance Worker (seasonal)

### Status

Part time – Non Exempt (temp.)

### Reports To

Fire Hydrant Program Coordinator

### Salary Range

$11/hour

### Minimum Education

H.S. Diploma/GED

**Purpose:**

The purpose of this job description is to define the essential roles and responsibilities of the seasonal fire hydrant maintenance worker.

**Scope:**

This position works to perform an annual servicing of public and private fire hydrants in Colerain Township to ensure their effective operating condition.

**Essentials Roles & Responsibilities:**

May include, but not limited to the following:

- Flushes and clears hydrants, hydrant valves and rises.
- Tests hydrants for water leakage and proper operation.
- Maintains a daily log containing the following information: date, time, location of hydrants serviced; referrals for other maintenance required; and contacts with the public.
- Wears a safety vest and practices safe work practices at all times while in the field.
- Removes vegetation or objects within three to four-feet of hydrant which obstructs view or operation of fire hydrant.
- Lubrication of hydrant discharge threads.
- Performs any other related work as required.
- Exercises care and respect for private landscaping and other property.
- Educates citizen contacts, where necessary, concerning the fire hydrant maintenance program.
- Preparation and painting of fire hydrants.
- Operates and maintains accountability for and cleanliness of Fire Department vehicle and property issued.
- Maintains a daily work schedule that starts and ends at the fire station.

**Critical Skills / Expertise:**

- Knowledge of fire hydrant inspection practices and methods.
- Knowledge of techniques, methods, materials, tools, and equipment used in the maintenance or servicing of fire hydrants.
- Ability to operate and maintain an assortment of hand and power tools.
- Knowledge of safe work methods and safety regulations pertaining to the work performed.
- Basic computer skills.
- Ability to follow oral and written instructions.
- Ability to perform assigned tasks properly and efficiently.
- Ability to maintain basic record keeping and documentation.
- Ability to establish and maintain effective working relationships with co-workers and the public.

**Education, Licensing & Certification Requirement:**

- High school diploma or GED required.
- A background working with municipal water supply, fire hydrants, or fire department is desirable.
- Valid driver’s license.
**POSITION TITLE**  
Fire Hydrant Maintenance Worker (seasonal)  

**STATUS**  
Part time – Non Exempt (temp.)

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<tr>
<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Fire Hydrant Program Coordinator</td>
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<th>SUPERVISES</th>
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<td>N/A</td>
<td>H.S. Diploma/GED</td>
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**PHYSICAL & MENTAL REQUIREMENT:**

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 with disabilities to perform the essential functions.

Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**

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

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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Revised on 12-14-2021
**POSITION TITLE**  
Vehicle Fleet Manager

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<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Fire Chief</td>
<td>Salary Range: $71,000 - $88,000</td>
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<tr>
<th>SUPERVISES</th>
<th>Minimum Education: H.S. Diploma/GED</th>
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<tr>
<td>Fleet Mechanic Technician, Co-Op and Part Time Fleet Tech.</td>
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**PURPOSE:**
To define the essential roles and responsibilities of the Vehicle Fleet Manager.

**SCOPE:**
The Vehicle Fleet Manager is a management-level position and is responsible for directing and monitoring all staff and maintenance activities in the Fleet Maintenance Division, including outside contractors in the purchase, inventory, maintenance, and repair, of all vehicles and equipment assigned to the Fleet Maintenance Division. This position is also responsible for planning, organizing, supervising, and reviewing the work of the Fleet Maintenance Division’s supervisory staff and semi-skilled and skilled trades employees engaged in a variety of maintenance and repair of Township vehicles and equipment. Other responsibilities include forecasting fleet replacement, estimating costs, maintaining a budget and effectively managing the workflow of the Division. This position requires the use of considerable judgement.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- The employee is responsible for maintaining records on all assigned vehicles.
- Must be able to manipulate computer data to produce reports upon request.
- The employee in this position is responsible for operation for a fleet preventative maintenance program.
- Is responsible for the efficient and safe repair of all fire division vehicles and related equipment.
- Work methods and procedures shall be in line with acceptable standard practices, with standard safety procedures being followed.
- Is responsible for Mobile Data Computers (MDC) for multiple departments.
- Is responsible for GPS Preemption systems in vehicles and intersections.
- Is responsible for the Township’s Gasoline and Diesel fueling stations.
- Be able to diagnosis and repair Detroit, Cummins, and Caterpillar engines and Allison automatic transmissions.
- Be able to diagnosis and repair gasoline powered vehicles.
- Work on all types of drive trains and suspensions.
- Work on light and heavy-duty steering systems.
- Trouble shoot electrical systems and repair.
- Read electrical system schematics.
- Weld with mig welders, gas welders and braze.
- Work on hydraulic systems diagnosing and repair.
- Read blue prints and drawings for fabrication purposes.
- Work without supervision.
- Employ safe work practices in the shop setting.

**CRITICAL SKILLS / EXPERTISE:**
- Considerable knowledge and ability in administrative and managerial functions that include: research, planning, scheduling, and budgeting.
- Ability to communicate concisely and clearly with employees, contractors, representatives of other departments and the general public.
- Must have knowledge of the methods, practices, tools and materials used in purchase, maintenance, and repair of vehicles and equipment; and ability to read and interpret...
Vehicle Fleet Manager

Full Time – Exempt

Fire Chief

$71,000 - $88,000

Fleet Mechanic Technician, Co-Op and Part Time Fleet Tech.

H.S. Diploma/GED

vehicle and equipment specifications.
- General knowledge of computers to input and extract data for reports.
- Must have knowledge and understanding of DOT and NFPA standards.
- Extensive knowledge of vehicle repairs and their related costs normally gained through ten or more years of experience working in a repair facility.
- General knowledge of occupational hazards associated with the trade.
- Advanced knowledge of safety precautions utilized while working with equipment.
- Advanced knowledge and skill in the use and care of hand and machine tools employed in vehicle repair and adjustment.
- Advanced knowledge and aptitude in diagnosing and repair of electrical systems and its components.
- Possess the ability to work well with others and independently.
- Must be able to multi-task in a fast paced environment.
- Must be able to present and teach driver level maintenance to Township employees at all levels.
- Must be flexible and have the ability to respond during off duty hours.
- The ability to work unsupervised.
- Employee must provide their own tools, adequate to perform all necessary repairs they will encounter while working with heavy trucks and associated equipment.

Shall possess a high school diploma or equivalent. Shall possess a valid driver’s license with a CDL. Shall be at least 18 years of age. Certified ASE Master Med/Heavy Truck Certifications.

As set forth by the departments General Operating Guidelines.

This position operates in a typical office environment and within indoor shop and outdoor field work.

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

Revised on 12-14-2021
**POSITION TITLE**
Part Time Fleet Mechanic Technician

**STATUS**
Part Time – Non Exempt

**REPORTS TO**
Vehicle Fleet Manager

**Salary Range:**
$15/hour – $16.50/hour

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

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**PURPOSE:**
To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Part-Time Fleet Mechanic.

**SCOPE:**
The purpose of this position is to perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Department’s computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

**CRITICAL SKILLS / EXPERTISE:**
Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, online technical repair data bases and scan tools.

Revised on 12-14-2021
**POSITION TITLE**
Part Time Fleet Mechanic Technician

**STATUS**
Part Time – Non Exempt

**REPORTS TO**
Vehicle Fleet Manager

**Salary Range:**
$15/hour – $16.50/hour

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Be “on-call” varying weekends, holidays and/or evenings.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- **Education**
  - High school diploma or General Educational Development diploma.

- **Experience**
  - Previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.).
  - Multiplex electrical experience.

- **Must possess a valid driver’s license.**

- **Commercial Driver’s License Class B or the ability to obtain license within probationary period.**

**PHYSICAL & MENTAL REQUIREMENT:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

**WORK ENVIRONMENT:**
Work is performed in a variety of environmental conditions, indoors and out with exposure to

Revised on 12-14-2021
<table>
<thead>
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<th>POSITION TITLE</th>
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<tbody>
<tr>
<td>Part Time Fleet Mechanic Technician</td>
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<tr>
<th>REPORTS TO</th>
<th>Salary Range:</th>
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<tbody>
<tr>
<td>Vehicle Fleet Manager</td>
<td>$15/hour – $16.50/hour</td>
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<tr>
<th>SUPERVISES</th>
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<td>N/A</td>
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</table>

Wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME
**PURPOSE:**
To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Co-Op Fleet Mechanic.

**SCOPE:**
The purpose of this position is to perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:
- Performance of preventative maintenance services on various vehicles.
- Maintains the overall cleanliness of the office space.
- Assists other mechanic techs when needed.
- Stocks the parts room.

**CRITICAL SKILLS / EXPERTISE:**
- Must be able to use hand tools.
- Must be able to report to work on a regular basis.
- Must have a basic understanding of Automotive and Diesel engines. Also must possess basic computer skills.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
Must possess a valid driver’s license. Minimum of 16 years of age.

**PHYSICAL & MENTAL REQUIREMENT:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; swivel, turn, or pivot; and smell.
The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

**WORK ENVIRONMENT:**
Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.
The noise level in the work environment is usually high.

**EMPLOYEE**
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<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
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<td>Co-Op Fleet Mechanic Technician</td>
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<tr>
<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Vehicle Fleet Manager</td>
<td>$12/hour</td>
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<th>SUPERVISES</th>
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**ACKNOWLEDGEMENT:** I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
The EMS Medical Director is an independent contractor for Colerain Township.

The EMS Medical Director shall have authority over all clinical and patient care aspects of the EMS system or service. The primary role of the EMS Medical Director is to ensure quality patient care. Responsibilities include the ongoing design, operation, evaluation and revision of the EMS system from initial patient access to definitive patient care.

ESSENTIALS ROLES & RESPONSIBILITIES:

Primary duties include and are not limited to:

- Serve as a patient advocate in the EMS system.
- Set and assure compliance with patient care standards including communications, dispatch, and medical protocols.
- Develop and implement the process for the provision of concurrent medical direction.
- Ensure the appropriateness of initial qualifications of pre-hospital personnel involved in patient care.
- Ensure the qualifications of pre-hospital personnel involved in patient care are maintained on an ongoing basis through education, testing, and credentialing.
- Develop and implement an effective quality improvement program for continuous system and patient care improvement.
- Promote EMS research.
- Maintain liaison with the medical community including, and not limited to, hospitals, emergency departments, physicians, pre-hospital providers, and nurses.
- Interact with regional, state, and local EMS authorities to ensure that standards, needs, and requirements are met and resource utilization is optimized.
- Arrange for coordination of activities such as mutual aid, disaster planning and management, and hazardous materials response.
- Promulgate public education and information on the prevention of emergencies.
- Maintain knowledge levels appropriate for an EMS Medical Director through continuing education.
- Assist in the development of curricula for EMS training, schedule speakers and instructors for continuing education sessions.
- Participate in peer review and quality improvement programs as provided in section 4765.12 of the ORC.
- Active participation with the organization in the following programs: conducting performance improvement programs, conducting education programs, conducting protocol updates and review.
- Assure compliance with HIPPA and other pertinent Statutes and Regulations.

CRITICAL SKILLS / EXPERTISE:

- Active in the emergency care of patients.
- Familiarity with design and operation of pre-hospital EMS system.
- Experience or training in medical direction of pre-hospital emergency units.
- Experience or training in the pre-hospital care of the acutely ill or injured patient.
- Experience or training in the education of pre-hospital personnel.
POSITION TITLE
Medical Director

REPORTS TO
Fire Chief

SUPERVISES
N/A

STATUS
Contract

Salary Range:
N/A

Minimum Education:
M.D.

- Experience or training in the EMS quality improvement process.
- Knowledge of EMS law and regulations.
- Knowledge of local mass casualty and disaster plans.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

Possession of a valid Ohio medical license to practice medicine or osteopathy.

Complete the National Association of Emergency Medical Service Providers (NAEMSP) medical director course, the Ohio American College of Physicians (ACEP) medical directors course, or other equivalent course approved by the State Board of EMS.

Complete a board eligible/board certified residency program in emergency medicine or submit verification of EMS medical director experience and verification of performance improvement programs or training to the board of EMS.

PHYSICAL & MENTAL REQUIREMENT:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

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

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
**POSITION TITLE**
Battalion Chief

**STATUS**
Full Time – Non-Exempt

**REPORTS TO**
Assistant Fire Chief

**Salary Range:**
Per CBA

**SUPERVISES**
Station Captain and / or Lieutenant

**Minimum Education:**
Associate degree

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**PURPOSE:**

The Battalion Chief is responsible for the daily planning and execution of emergency and non-emergency activities consistent with the department’s mission statement.

**SCOPE:**

This position is an important part of the department’s leadership and management team and is expected to plan, organize, and command all activities pertaining to the particular work shift.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Administers and manages daily operations of all assigned personnel.
- Evaluates work activities pertaining to the shift, develops work plans and implements new programs.
- Approves time off and vacation requests.
- Conducts performance evaluations of full-time personnel assigned to the shift.
- Performs a liaison function to Captains and program managers to facilitate the completion of needed details, e.g. vehicle maintenance, training, and customer service etc.
- Develops and implements policies, guidelines, and standards for efficient operation and maintenance of shift and department operations.
- Prepares a variety of studies, reports, and related information for strategic analysis.
- Assures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to emergency responses, inventory control, maintenance, purchases, training, and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Responds to emergencies either as a Company Officer or in a separate command vehicle and initiates the Incident Command System.
- Works at Station 25.
- Reviews and approves deployment assignments. In some cases, the Battalion Chief will make the assignments him or herself.
- Will be the initial incident commander until relieved by a senior officer. If a senior officer assumes command, the Battalion Chief will be assigned another sector within the command system.
- Disciplines assigned personnel, as needed, in accordance with township and department guidelines.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Tours all stations on a periodic basis to verify readiness of fire and EMS resources. Checks on completion of assigned duties.
- Participates in planning of all department goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Maintains liaison with other departments as well as state, local, and other public officials.
**POSITION TITLE**  
Battalion Chief

**STATUS**  
Full Time – Non-Exempt

**REPORTS TO**  
Assistant Fire Chief

**Salary Range:**  
Per CBA

**SUPERVISES**  
Station Captain and / or Lieutenant

**Minimum Education:**  
Associate degree

- Establishes rapport with community groups and other civic organizations through meetings, speeches, and presentations.
- May serve on various committees within the department, and with township and county organizations.
- Performs administrative duties as assigned.
- Performs any other related work as required.

**MINIMUM EXPERIENCE:**

Served as a career officer for the last two (2) years. The ability to complete the Ohio Fire Executive Program or National Executive Fire Officer Program. Program completions in: Hazardous Materials, Instructor Training, Fire Prevention, and Arson Investigation. Any related combination of training and experience. The Battalion Chief is expected to attend seminars, conferences, and educational sessions on an annual basis. No rigid requirement has been established; however, the Chief or Assistant Chief will notify the Battalion Chief if it’s determined that this individual is not maintaining an adequate amount of continuing education.

**CRITICAL SKILLS / EXPERTISE:**

- Organizational philosophy and policies that define the department’s goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Department EMS operations, and specifically, the interface between Basic and Advanced levels of service.
- Executive management skills.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Geography of the township including special hazards, water distribution systems, and private fire protection systems and devices.
- The Fire Command Systems (FGC) and the Incident Management System (IMS).
- Arson detection methods and techniques.
- The use and limitation of various types of equipment and apparatus.
- Ability to execute a moderate level of administrative competence and managerial skills.
- Establish command and activate the command system on all emergencies, including EMS and mass casualty incidents.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives, and developments by keeping current on the latest technological advancements.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, word processing software, calculators, copy and fax...
**POSITION TITLE**  
Battalion Chief

**STATUS**  
Full Time – Non-Exempt

**REPORTS TO**  
Assistant Fire Chief

**Salary Range:**  
Per CBA

**SUPERVISES**  
Station Captain and / or Lieutenant

**Minimum Education:**  
Associate degree

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**EDUCATION LICENSING & CERTIFICATION REQUIREMENT:**

- Valid Driver’s License
- State of Ohio Firefighter II Certification
- State of Ohio Emergency Medical Technician - Paramedic
- Minimum of an Associate’s Degree
- Blue Card© Incident Command Certification

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**PHYSICAL & MENTAL REQUIREMENT:**

- 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 with disabilities to perform the essential functions.
- While performing the duties of this job, the employee id frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department’s physical fitness and medical evaluations.

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**WORK ENVIRONMENT:**

- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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**SIGNATURE**  
PRINT NAME  
DATE

Revised on 12-14-2021
The purpose of the position is to provide managerial oversight of all aspects of the Department’s Emergency Medical Services (EMS) activities, which support the operations and delivery of emergency medical services.

The person in this position has a strong responsibility for managing staff; monitoring logistical needs, quality improvement, and special projects; assisting with the planning, development and implementation of policies and programs for EMS; facilitating organizational goals, and evaluating programs. The person in this position works within broad policy and organizational guidelines, regularly exercising discretion; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

May include, but not limited to the following:

- Performs as the primary contact and liaison to the department’s medical director team.
- Directly oversees, and ensures that all procedures are properly followed with the EMS billing program and practices. Ensures compliance with all third party billing company requirements.
- Directly supervises the accurate completion of all EMS incident reports.
- Manages the EMS Quality Assurance Program for compliance with best practices and other established standards.
- Provides oversight of EMS and equipment purchasing and procurement.
- Establishes and implements EMS training goals for the department.
- Uses a computerized recordkeeping system to enter various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, employee activity reports, and meeting sign ins.
- On occasion, will be assigned to complete special projects or research and development as requested by the Assistant Chief or Fire Chief and should coordinate such projects with the Assistant Chief.
- Attends meetings and in-services as required.
- Performs all functional duties of a captain when necessary.
- Responds to incidents and assumes a role within the Incident Management System as assigned by the Incident Commander.
- Performs other duties and responsibilities not specifically described above as assigned by the Fire Chief or their designee as necessary.
- Evaluates work activities pertaining to EMS operations, develops work plans and implements new programs.
- Performs a liaison function to battalion chiefs, company officers and program managers to facilitate the completion of needed details (e.g. training, customer service etc.).
- Develops and implements policies, guidelines, and standards for efficient operation.

Revised on 12-14-2021
and maintenance of EMS operations.

- Prepares a variety of studies, reports, and related information for strategic analysis.
- Ensures that personnel comply with established policies and guidelines, including the safety policy.
- Responsible for the establishment and accurate maintenance of records and reports pertaining to EMS operations, drug inventory control, maintenance, purchases, training, and other assigned duties.
- Assists in the professional growth and development of assigned subordinates.
- Works in conjunction with the training captain, and the department medical director(s) to develop topics and scheduling for EMS continuing education.
- Coordinates the orientation program for new EMS personnel.
- Act as liaison with the department’s EMS medical director(s).
- Coordinate research and development of new EMS equipment and pre-hospital medical procedures.
- Complete the appropriate application forms for the state EMS grant on an annual basis.
- Works in conjunction with the Fleet Services Division in the development of specifications (i.e., new acquisitions, refurbishments, and modifications) for EMS vehicles.
- Ensure that all department EMT’s and paramedics are adequately trained and are capable of correctly interpreting applicable protocols.
- Maintains discipline and ensures that subordinate personnel follow department policies, procedures, and guidelines.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Tours all stations on a periodic basis to verify readiness of EMS resources and follows-up on completion of assigned duties.
- Participates in planning of EMS Division goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Maintains liaison with other departments, as well as state, local and other public officials.
- Establishes rapport with community groups and other civic organizations through meetings, speeches, and presentations.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Fire Chief.

**CRITICAL SKILLS / EXPERTISE:**

- Must have the desire and ability to work additional hours and to remain flexible with scheduling to accommodate various meetings, training sessions, and committee involvement.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and

Revised on 12-14-2021
POSITION TITLE
Captain - Emergency Medical Services

STATUS
Full time – Non-Exempt

REPORTS TO
Assistant Fire Chief of Administration

Salary Range:
Per CBA

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

abilities (i.e., planning, organizing, directing, coordinating, evaluating).

- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive, and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Valid Driver’s License
- State of Ohio Firefighter II Certification
- State of Ohio EMT – Paramedic Certification
- State of Ohio EMS Instructor’s Certification
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Basic Life Support (BLS)
- Incident Command System (ICS) and National Incident Management System (NIMS)
- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS for Command and General Staff
- Independent Study (IS)-700: NIMS, An Introduction
- IS-800: National Response Framework, An Introduction
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- As set forth by the departments General Operating Guidelines.
- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, sitting, pushing, pulling, lifting, grasping, feeling, talking hearing, seeing, repetitive motions, and demonstrating manual dexterity.
- Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:
The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

______________________________  ______________________________
SIGNATURE                        PRINTED NAME

Revised on 12-14-2021
POSITION TITLE
Captain – Community Risk Reduction

STATUS
Full Time – Non Exempt

REPORTS TO
Assistant Fire Chief of Administration

Salary Range:
Per CBA

SUPERVISES
Fire Inspectors and Public Educators

Minimum Education:
H.S. Diploma/GED

PURPOSE:
The person in this position has a strong responsibility to the department to ensure public safety by overseeing and assisting in the development and implementation of various public educational program to a variety of people on a continuing basis.

SCOPE:
The Colerain Fire Department wishes to project a strong, positive image. Therefore, the person in this position must regard public safety, public education, and public awareness as a primary concern. As a result, the person in this position performs code enforcement, plan review, and other fire prevention and public education activities for the Fire Department. In addition, this position must respond to emergencies as one of the department officers.

ESSENTIALS ROLES & RESPONSIBILITIES:
May include, but not limited to the following:

- Oversees and assists in the performance of building inspections of occupancies including educational, industrial, residential, health-care, public assembly, commercial, construction, and others. Such inspections shall be conducted within knowledge of building codes and according to this department’s procedures and may be conducted at various times of the day, night, and weekends.
- Reviews all variances filed by architects and attends the Ohio Fire and Building Services Commission meetings when necessary.
- Reviews inspection reports to determine types of violations and number of violations in an effort to determine what type of public education is necessary in the community to prevent such violations in the future.
- Issues and reviews inspections on a regular basis.
- Instructs and/or attends training classes on code enforcement.
- Oversees and assists to ensure the appropriate pre-plan information is collected and distributed in an effective, timely manner. This includes and is not limited to the following tasks:
  - Determines which buildings within the fire district will be surveyed.
  - Ensures the information gathered such as drawings, lists of hazardous materials, etc. is properly placed in the books, is distributed to the firefighters and is placed appropriately in the apparatus.
  - Ensures the information of the pre-plans is updated on an as needed basis.
  - Performs interdepartmental classroom training and on-site training sessions to enable the firefighters to become familiar with the plans, determining locations of utility shut offs, types of fire protection systems available and various other life safety problems such as the location of chemicals, flammables, and people.
- Promotes public education and public safety through presenting speeches/classes to various groups and organizations regarding fire prevention and public safety topics. This includes and is not limited to the following tasks:
  - Oversees and assists in the development and implementation of Fire Prevention Week activities.
  - Conducts fire drills in health-care, educational, and certain business occupancies.
  - Oversees and assists in the development and implementation of the
curriculum for the Juvenile Fire Awareness program.
- Promotes fire prevention activities through various media such as radio, television, newspaper, etc.
- Plans for fire prevention activities, public safety days, career days in high schools, and fire prevention week.
- Assists in producing fire escape plans for residential, commercial, and educational facilities.
- Assists in implementing, training, and practicing the plan as necessary.
- Assists in developing curriculum and the training of staff in order to perform the public education function.
- Oversees the shift in public education activities such as station tours, neighborhood block parties, public safety days, preschool presentations, etc.
- Reviews activity reports. Reports include, and are not limited to, number and type of inspections conducted, number and type of investigations conducted, juvenile fire awareness sessions held, public education sessions, fire drill reports, and any other reports determined to be necessary. Reviews these reports to ensure accuracy. The information gathered from these daily incident reports will make up the annual report.
- Performs statistical analysis on types of fires to determine the dollar amounts and locations of the incident.
- From these reports, determines what type of public education may be necessary to ensure that the behavior contributing to the incident is deterred.
- Based on the statistical analysis, determines any additional budgetary needs toward further public education and/or interdepartmental training.
- Performs all functional duties of firefighter and EMT, directs activities of personnel and coordinates action with other agencies and apparatus to ensure that departmental safety policies and procedures are followed.
- Performs administrative duties as assigned.
- Performs any other related work as required.

CRITICAL SKILLS / EXPERTISE:

- Organizational philosophy and policies that define the department’s goals and objectives.
- Department rules and policies relating to the management of all service delivery and support programs.
- Principles, practices, procedures, and equipment used in modern firefighting and the protection of life and property from fire damage.
- Arson detection methods and techniques.
- Analyze problems and develop methodical solutions.
- Understand both theoretical and practical concepts.
- Perform a wide range of complicated tasks with consistent accuracy and minimal supervision.
- Make accurate predictions about future trends, directives and developments by keeping current on the latest technological advancements.
- Use effective verbal and written communication.
- Ability to establish and maintain effective working relationships with employees,
POSITION TITLE
Captain – Community Risk Reduction

STATUS
Full Time – Non Exempt

REPORTS TO
Assistant Fire Chief of Administration

Salary Range:
Per CBA

SUPERVISES
Fire Inspectors and Public Educators

Minimum Education:
H.S. Diploma/GED

supervisors, other agencies, and the public.

- Utilize personal computers, word processing software, calculators, copy and fax utilities, phones, mobile or portable radio, and automobiles.
- The ability to relate to various audiences and be able to verbally communicate on an understandable level to various audiences ranging from pre-school to the elderly.
- The ability to work flexible hours, as overtime and scheduling flexibility will be required at various times for meetings and schooling.
- Must continue to satisfactorily perform the tasks and functions of the positions, must maintain position-related continuing education and must assist with and/or perform any other tasks assigned by supervisory and/or administrative personnel, and within the knowledge, abilities, and expectations of the position.
- The ability to interact with and interface with individuals from all divisions and levels of the department, the general public, and the public safety community – as determined by the specific circumstances, the manner of interaction will range from supervisor to subordinate, instructor to student, and information source to problem solver.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- Valid Driver’s License. Must meet all 1001 Firefighter Professional Qualifications (including: FFIII, state of Ohio EMT-B), 1002 Fire Department Vehicle Driver/Operator Qualifications (including: Chapters 1-3), 1021 Fire Officer Professional Qualifications (including: Fire Officer III), 1041 Fire Service Instructor Professional Qualifications (including: Instructor III), 1031 Professional Qualifications for Fire Inspections (including: Fire Inspector III), and 1035 Professional Qualifications for Public Fire and Life Safety Educator.
- A high school diploma or equivalent. Must meet all requirements of the firefighter/EMT position. Certified EMT-B or higher level of EMS expertise. Must be able to obtain Fire Inspector certification within one year of hire.
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENT:

- 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 with disabilities to perform the essential functions.
- While performing the duties of this job, the employee id frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department’s physical fitness and medical evaluations.

WORK ENVIRONMENT:

- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and

Revised on 12-14-2021
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- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
**POSITION TITLE**
Captain - Training & Education

**STATUS**
Full Time – Non Exempt

**REPORTS TO**
Assistant Fire Chief of Administration

**Salary Range:**
Per CBA

**SUPERVISES**
All Training Division Personnel

**Minimum Education:**
H.S. Diploma/GED

**PURPOSE:**
The purpose of the position is to coordinate and direct all training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Fire Department personnel.

**SCOPE:**
The person in this position has a strong responsibility as the Colerain Township Fire Department holds training and safety of personnel as a high priority and that all personnel are properly trained as well to ensure firefighter safety. The position is responsible for overseeing and assisting in the development and implementation of various safety guidelines, enforcement, and training for all firefighter on a continual basis. In addition, the person in this position must respond to emergencies as one of the department officers.

**ESSENTIAL ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:
  - a) Using NFPA guidelines, determines the course schedule and ensures that fire personnel take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  - b) Using state EMS guidelines, determines the course schedule and ensures that the EMT and first responders take the tests, completes the appropriate paperwork and submits to the state in a timely manner.
  - c) Sets the schedule for the weekly training classes
  - d) Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
  - e) Researches and develops new courses for established curriculum.
  - f) Reviews new manuals available for the use in classroom instruction.
  - g) Purchases any needed audio visual equipment or training aids needed to supplement course curriculum.
- Goalsetting- establishes and implements training goals for the department
- Activity reports- Using a computerized recordkeeping system, enters various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to training sign in sheets, member activity reports, and meeting sign-ins.
- Incident post-analysis- Actively participates in any incident post-analysis meeting, making observations and reviewing the reactions at the incident scene. Observes any areas where department personnel may need additional training.
- Budgeting and expenditures- Submits the training budget for the year and determines the cost effective ways to provide additional training for personnel. Ensures that personnel are reimbursed for various training as determined by the policies of the Township.
- Will serve as a liaison for the Department, within the business community.
  - a) Address training and related issues.
  - b) Foster working relationships.
  - c) Create a compatible working environment between first responders and department members.
• Serves as the Ohio Department of Public Safety, Division of Emergency Medical Services Program Director for the State of Ohio Fire Charter issued to the Department.
  a) Insures all requirements of the State issued Fire Charter are met.
  b) Maintain the record keeping associated with the Fire Charter.
  c) Develop an advisory committee and hold committee meetings.
• Supervises Recruit Training Academies including but not limited to the following tasks:
  a) Establishes academy rules and regulations not covered by Fire Department policies.
  b) Establishes curriculum to meet local, state, and federal requirements using NFPA as a guide.
  c) Directly supervises recruit firefighters.
  d) Carries out discipline of recruits in accordance with Fire Department policies.
• Supervises department training instructors in development and implementation of training programs and individual classes.
• Supervises the activities and programs involved in the recruit applicant selection and objective promotion processes. This includes but is not limited to the following tasks:
  a) Schedules all the phases of the application process/promotion process and recommends ways to improve the process when possible.
  b) Recommends members of the Oral Interview Board.
  c) Ensures all of the equipment needed for the selection process is on site and in place on time.
  d) Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Chief for review.
  e) Ensures that all applicants meet the requirements for the position for which they are applying.
• Supervises activities and programs involving safety, risk reduction, and fitness. This includes but is not limited to the following tasks:
  a) Performs as designated Department Safety Officer.
  b) Makes recommendations for Standard Operating Guidelines for the department.
  c) Disciplinary actions or commendations- Ensures that the department procedures and policies are followed by personnel. This includes but is not limited to delivering verbal or written warnings. On occasion, if the infraction warrants, takes corrective action, documents and maintains records to substantiate disciplinary actions and advises the Chief of serious disciplinary action taken when necessary. In instances of exceptional performance, provide letter of commendation for personnel file and advises the Chief when such commendations are awarded.
  d) Equipment purchases- Assists in research and development for any new equipment for the department to ensure the safety standards and guidelines of the department are met.
  e) Goal setting- Assists in determining and implementing goals for the department according to NFPA and OSHA standards.
• Oversees and assists personnel in meeting the requirements as set forth in NFPA
POSITION TITLE
Captain - Training & Education

REPORTS TO
Assistant Fire Chief of Administration

SUPervises
All Training Division Personnel

STATUS
Full Time – Non Exempt

Salary Range:
Per CBA

Minimum Education:
H.S. Diploma/GED

standards. This includes but is not limited to ensuring personnel successfully complete the requirements as set forth in the Safety and Health Program, Infection Control Program and overseeing the medical requirements for personnel are met.

- On occasion, will be assigned to complete special projects or research and development as requested by the Chief and shall coordinate such projects with the Chief.

- Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:
  a) Upon arrival of an incident scene, coordinates, directs and supervises all activities. This includes but is not limited to:
    1. Performs as the incident commander at the incident scene in accordance with the department’s Standard Operating Procedures at the shift level. This includes but is not limited to the following tasks:
      i. Actual location of the incident
      ii. Brief description of the incident and report of conditions.
      iii. Designation of the individual assuming command and incident name.
  b) Assesses Incident Priorities. Incident priorities provide a framework for command decision making. Tactical activity may address more than one incident priority simultaneously:
    a) Life Safety (first priority)
    b) Incident Stabilization (second priority)
    c) Property Conservation (third priority)
  c) Performs Size-Up. The Incident Command must perform an initial assessment of the situation, incident potential and resource status.
  d) Selects the Strategic Mode. Such operations are either an Offensive or Defensive mode.
  e) Defines strategic goals and establishes tactical objectives.
  f) Implements the Action Plan.
  g) Implements the accountability tag system. When necessary, keeps track of personnel on an incident by use of accountability tracking system.
  h) Staging. Implements incident staging when appropriate based on resources.
  i) Transfer of Command. When command is transferred, the transfer will be accompanied by an appropriate status report. The status report will include the following information:
    a) The status of the current situation.
    b) Resources committed to the incident and responding, as well as the present incident organizational structure.
    c) Assessment of the current effect of tactical operations.
  j) When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
  k) Attends meetings and in-services as required. This includes but is not limited to the Town Safety Board meeting.
  l) On occasion, performs functions of higher ranking officers as assigned by the Chief.
  m) Performs all functional duties of firefighter and EMT when necessary (see the
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
<tr>
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<tr>
<td>Assistant Fire Chief of Administration</td>
<td>Per CBA</td>
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<th>SUPERVISES</th>
<th>Minimum Education:</th>
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<tbody>
<tr>
<td>All Training Division Personnel</td>
<td>H.S. Diploma/GED</td>
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- Performs other duties and responsibilities not specifically described above as assigned by the Chief as necessary.

**CRITICAL SKILLS / EXPERTISE:**

- Meet or exceed all State of Ohio requirements for a firefighter/EMT-B.
- Meet rank of Captain or Battalion Chief for minimum of one (1) year.
- Successfully completed National Fire Academy Courses dealing with health and safety.
- Completion of Command Officer Training classes.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills, and abilities, management knowledge, skills, and abilities (i.e.: planning, organizing, directing, coordinating, and evaluating).
- Prior demonstration of knowledge, skills, abilities related to the following are useful and desirable: supervision, clear and accurate communications, establishment and achievement of goals, support of department policies & procedures, completion of tasks in a thorough, positive and timely manner, initiative, progressive working atmosphere, and adaptability to additional responsibilities.
- Ability to work varying schedules.

**LICENSING & CERTIFICATION REQUIREMENT:**

1001 Firefighter Professional Qualifications- Firefighter I/II, 1002 Fire Apparatus Driver/Operator Professional Qualifications - Driver/Operator- Pumper and Driver/Operator-Aerial, 1021 Fire Officer Professional Qualifications - Fire Officer II, Fire Service Instructor Professional Qualifications - Instructor II/III, 1521 Fire Department Safety Officer. High school diploma or equivalent.

Blue Card© Incident Command Certification

**PHYSICAL & MENTAL REQUIREMENT:**

As set forth by the departments General Operating Guidelines.

**WORK ENVIRONMENT:**

The work environment is varied and includes, but is not limited to the following: prolonged physical exertion, interrupted sleep, exposure to smoke, exposure to fire, emergency driving, extremes of temperatures, exposure to gasses/toxins and other exposures and hazards inherent to the fire service.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
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<tr>
<th>POSITION TITLE</th>
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<tbody>
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<td>Fire Captain</td>
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<tr>
<td>Battalion Chief</td>
<td>Per CBA</td>
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<tr>
<th>SUPERVISES</th>
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<tbody>
<tr>
<td>Full time and Part time Firefighters and Paramedics</td>
<td>H.S. Diploma/GED</td>
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</table>

**PURPOSE:**

The Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) fire captain functions as a *second-level* working supervisor responsible for management, direction, coordination, leadership, and evaluation of the actions of lieutenants, firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities or events of the assigned personnel. In the absence of the Battalion Chief, the captain assumes the duties of the Battalion Chief as the acting shift commander.

**SCOPE:**

Under the general supervision of a Battalion Chief, the fire captain supervises personnel and participates in the activities of a fire company; does related work as required in accordance with the Township’s and department’s policies and procedures, standard operating guidelines (SOGs) and applicable laws.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

### Fire Captain

- The Fire Captain is responsible for the safety and well-being of the assigned personnel.
- Functions as a company officer of the engine, ladder or rescue company.
- Acts as relief for a superior officer as assigned.
- Conducts shift briefings.
- Works with the Battalion Chief on shift personnel assignments.
- Completes incident reports as required.
- Directs and coordinates training activities.
- Conducts public education activities and attends to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and insures that personnel follow department policies, procedures and SOGs.
- Any other duties as prescribed by the Battalion Chief, the Assistant Fire Chief, or Fire Chief.

### Station Captain

In addition to the above, and through the management of subordinate first-level line supervisors on *all three shifts*, the station captain is responsible for administrative oversight of the facility, equipment, apparatus, and all activities pertaining to such within his or her assigned fire station. These activities include but are not limited to: planning, organizing, coordinating and directing community risk reduction activities, special operations, pre-incident planning, inventory, cleanliness, and maintenance of their assigned station, apparatus and equipment. Administrative oversight is defined as all non-emergency response issues. The station captain is responsible for all the same duties and responsibilities of a company officer (captain or lieutenant) as they relate to emergency response while on duty and assigned to a fire company.
**POSITION TITLE**
Fire Captain

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<td>REPORTS TO</td>
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<td>Minimum Education:</td>
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</table>

**CRITICAL SKILLS / EXPERTISE:**

- Possess knowledge of proper documentation of incident information, daily company staffing, and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Township policies and procedures and Colerain Fire & EMS SOGs.
- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Establish the incident command or management system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing, spreadsheet, presentation and data base software, copy and fax utilities, phone, mobile phone, mobile and portable radios, and motorized vehicles.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- High school diploma or GED required.
- A minimum of not less than three-years of continuous experience as a Fire Lieutenant with Colerain Fire & EMS.
- Must be authorized to drive and operate all department apparatus and vehicles.
- Must have successfully completed Fire Officer I and II training.
- Blue Card® Incident Command Certification.
- Must be at current Hazard Materials Operations Level.
- State of Ohio EMT – Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

**PHYSICAL & MENTAL REQUIREMENT:**

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 with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.

The employee must be able to lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department’s physical fitness and medical evaluations.

**WORK ENVIRONMENT:**

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

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essential functions.

While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters direct, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

---

**SIGNATURE**

**PRINTED NAME**

**DATE**

Revised on 12-14-2021
PURPOSE:
The Shift Lieutenant functions as a first level working supervisor responsible for management, direction, coordination, leadership, and evaluation of the actions of firefighters, paramedics, and fire apparatus operators at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events of the assigned crews.

SCOPE:
The Shift Lieutenant is the station supervisor at Stations 25, 26, 102, 103, and 109.

ESSENTIALS ROLES & RESPONSIBILITIES:

- The Lieutenant is responsible for the safety and well-being of his or her assigned crews.
- Functions as a Company Officer of the engine or ladder company at Station 25.
- Acts as relief for a superior officer as assigned.
- Assigned as the company officer at all stations.
- Conduct Shift Briefings.
- Work with the Station Captain on shift personnel assignments for Stations 25 & 26
- Complete incident reports as required.
- Direct and coordinate training activities
- Conduct public education activities and attend to customer service needs and issues.
- Responsible for cleanliness of station and maintenance of apparatus, tools, equipment, and other fire department property.
- Maintains discipline and ensures that personnel follow department rules and regulations.
- Any other duties as prescribed by the Shift Commander, Acting Shift Commander, and or the Assistant Chief of Operations.

MINIMUM EDUCATION & EXPERIENCE:

- Shall have at least five years of service with Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS).
- Must have functioned as an Acting Company Officer for a period of no less than 18 months.
- Must be authorized to drive and operate all department vehicles including Ladder 25.
- Must have successfully completed Fire Officer 1 (meets the intent of NFPA 1021).
- Minimum of twelve (12) hours of formal training in Fireground Operations/Incident Command.
- Minimum of twelve (12) hours of formal training in Firefighting Tactics and Strategies.
- Must be at current Hazard Materials Operations Level.

CRITICAL SKILLS / EXPERTISE:

- Possess knowledge of proper documentation of incident information, daily company staffing and daily station activities.
- Understand and utilize principles of supervision and interaction management.
- Possess thorough knowledge of Colerain Fire & EMS policies and procedures.
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<th>POSITION TITLE</th>
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<td>Fire Lieutenant</td>
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- The use and limitation of various types of equipment and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.
- Establish the command system on all emergencies including emergency medical and mass casualty incidents.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

**LICENSING & CERTIFICATION REQUIREMENT:**
- Valid Driver’s License
- State of Ohio Firefighter II Certification
- State of Ohio EMT –Paramedic Certification
- State of Ohio Fire or EMS Instructor Certification
- Blue Card© Incident Command Certification

**PHYSICAL & MENTAL REQUIREMENT:**
- 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 with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department’s physical fitness and medical evaluations.
- 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 with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

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I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or realign duties and responsibilities at any time as needed.

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Revised on 12-14-2021
**POSITION TITLE**  
Fire Safety Inspector

**STATUS**  
Full time – Non Exempt

**REPORTS TO**  
Captain – Community Risk Reduction

**Salary Range:**  
Per CBA

**SUPERVISES**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

**PURPOSE:**
To define the roles and responsibilities of the Fire Safety Inspector.

**SCOPE:**
This role will assist in community risk reduction activities by means of performing a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Inspects buildings and occupancies to identify fire and life safety hazards; provides advice to occupants to aid in eliminating or reducing risks.
- Coordinates, schedules, and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, and emergency preparedness in schools, churches, and community service groups.
- Completes reports; aids the Captain and other inspectors in other special projects associated with community risk reduction.
- Answers questions of the public on fire prevention and emergency preparedness.
- Performs other duties as assigned.

**CRITICAL SKILLS / EXPERTISE:**

- Must have a working knowledge of concepts of fire prevention, code enforcement, and hazardous materials.
- Must have a working knowledge of the Fire Code, Life Safety Code, and Rules and Regulations of the State Fire Marshal’s Office.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate, and plan fire prevention and safety techniques in a public setting.
- Working knowledge of the use and application of computer hardware and software applicable to the position.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- High school diploma or GED required.
- Two years of experience as a Fire Safety Inspector or course work in fire prevention.
- Experience in organizing and teaching public safety education courses.
- Valid driver’s license.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector’s Certification.

**PHYSICAL & MENTAL REQUIREMENT:**
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 with disabilities to perform the essential functions.

Ability to perform strenuous activities under hazardous and dangerous circumstances as follows: driving a fire department marked vehicle in traffic situations and maneuvering...
and parking on roadways and narrow residential streets. Working in exposed position near street traffic.

Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORK ENVIRONMENT:

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

Work is performed in office, vehicles, and outdoor environments, in all weather conditions, including temperature extremes, primarily during the day and occasionally at nights. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
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<th>REPORTS TO</th>
<th>STATUS</th>
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**PURPOSE:**

The Firefighter Paramedic functions as a line-level employee responsible for emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, training, in-station activities, and any other activities/events typically assigned to firefighter and basic EMS operations.

**SCOPE:**

The Firefighter Paramedic may be stationed at any Colerain Firestation and will serve as a first responder to critical medical and fire related incidents.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Under supervision, career firefighter paramedics respond to fire incidents with an assigned company and assist in extinguishing fires in the protection of lives and property.
- Assist in cleaning and caring for apparatus, equipment and quarters.
- Administer emergency victim care by means of advanced life support and or basic life support
- Assist in rescue work in various emergencies
- May inspect buildings for fire and life safety hazards and compliance with fire and life safety codes.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to properly perform the following medical functions:
  - Use medical equipment associated with the emergency medical service.
    - Evaluate vital signs.
    - Perform a complete patient assessment.
    - Properly manage a patient’s airway.
    - Splint sprains and fractures.
    - Provide psychological first aid.
    - Obstetrics.
    - Control bleeding.
    - Perform CPR.
    - Perform equipment checks.
    - Initiate I.V.’s.
    - Initiate intraosseous I.V.’s.
    - Perform chest decompression.
    - Administer medications.
    - Establish an airway using an ET tube or other Supraglottic airway device (medic only).
    - Efficiently operate an AED
  - Perform equipment checks.
  - Initiate I.V.’s.
  - Initiate intraosseous I.V.’s.
  - Perform chest decompression.
  - Administer medications.
  - Establish an airway using an ET tube or other Supraglottic airway device (medic only).
  - Efficiently operate an AED

Revised on 12-14-2021
**POSITION TITLE**
Firefighter Paramedic

**STATUS**
Full time - Non-Exempt

**REPORTS TO**
Lieutenant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

- Defibrillate and perform cardioversion.
- Perform a cricothyrotomy.
- Maintain security, and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
- Any other procedure included within the current Hamilton County protocol for EMT-P’s and/or any procedure authorized by the department’s Medical Director.
- At various points in their careers, firefighters may also be assigned to work in support divisions such as, but not limited to, training and education, community risk reduction or fire administration.

**MINIMUM EDUCATION & EXPERIENCE:**

- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee’s probation date.
- Candidates must be currently employed part-time with Colerain Fire & EMS at time of application or had been employed for at least two years with the Department and separated in “good standing” within the past 12 months.
- Must possess a valid State issued automobile driver’s license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than 12 months prior to the assessment process.

**CRITICAL SKILLS / EXPERTISE:**

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department’s job-related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical

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conditions of accident victims.

- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.
- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates’ supervisors and the public under extremely stressful conditions, including situations of a life-threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

**LICENSING & CERTIFICATION REQUIREMENT:**

- State of Ohio EMT – Paramedic certification
- State of Ohio Fire or EMS Instructor certification

**PHYSICAL & MENTAL REQUIREMENT:**

- 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 with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
- Shall be capable of working in a very dark, hot, and dangerous environment.
- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue settings.
- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial accident or other emergency situation.
POSITION TITLE
Firefighter Paramedic

<table>
<thead>
<tr>
<th>REPORTS TO</th>
<th>STATUS</th>
<th>SALARY RANGE</th>
<th>MINIMUM EDUCATION</th>
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<tbody>
<tr>
<td>Lieutenant</td>
<td>Full time - Non-Exempt</td>
<td>Per CBA</td>
<td>H.S. Diploma/GED</td>
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</tbody>
</table>

- Step vertically three feet without assistance to enter a fire vehicle.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department’s physical fitness and medical evaluations.

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 with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather-related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINT NAME

Date

Revised on 12-14-2021
**POSITION TITLE**
Firefighter Paramedic/EMT

**STATUS**
Part time - Non Exempt

**REPORTS TO**
Lieutenant

**Salary Range:**
$14.50/hour - $15.01/hour

**SUPERVISIONS**
N/A

**Minimum Education:**
H.S. Diploma/GED

---

**PURPOSE:**
The primary function of a Colerain Township Firefighter is to protect the community from disaster and emergency situations, including house and building fires, and promote an environment of public safety within the Fire Department's response area. This position also participates in fire prevention and inspection activities, equipment and quarters maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation, and Emergency Medical Services.

**SCOPE:**
The Firefighter Paramedic may be stationed at any Colerain Fire Station and will serve as a first responder to critical medical and fire related incidents.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Responds to fire alarms.
- Communicates clearly and effectively utilizing various types of radios.
- Wears a self-contained breathing apparatus, fire gear, protective head gear and other gear that may weigh over twenty-five pounds or more, for long periods of time during fire and EMS operations.
- Fire suppression and all fire suppression operations.
- Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Responds and renders assistance in all emergency situations.
- Inspects equipment and apparatus and notifies superior officer of any defects.
- Makes minor repairs to equipment and apparatus, performs routine preventative maintenance tasks, and keeps records of such action.
- Keeps fire station, equipment and grounds in a clean and orderly condition.
- Participates in training activities and instructional sessions.
- Acquires and retains a thorough knowledge of the township including streets, buildings, water supply, unusual hazards and related items.
- Performs all work duties and activities in accordance with Colerain Township and Colerain Fire Department’s, policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions.
- Adheres to responsibilities concerning safety and injury prevention.
- Performs various public information or educational tasks and activities at local schools, churches, and other public venues which may include education in the arena of both fire and EMS.
- Respond to emergency calls for specialized service such as hazardous materials, confined spaces rescue, extrication and technical rescues, that include high angle, below grade, swift water, trench and collapse rescues.
- Works with Social Services in areas related to emergency and non-emergency response, by assisting victims and relatives of victims of traumatic events, drug addiction, emergency and non-emergency senior care; psychiatric care, and community risk reduction activities as necessary.
- Works with other agencies such as the Health Department, Police Department, and local governments.

Revised on 12-14-2021
Hospitals to ensure resident safety in the home.

- Respond to medical and or traumatic emergency calls and provide basic medical or advanced treatment as required.
- Communicates with local hospitals and other healthcare providers for the continuity of patient care.
- Completes patient care reports for every patient as outlined in the Ohio Revised Code, Colerain Fire Department’s Policies and Procedures Manual, and per the general standard of care expected of each employee.
- Adheres to the Southwest Ohio Medical Protocols and keeps a working knowledge of the protocol during update periods through training and education.
- Maintains a high level of understanding and knowledge of emergency medicine, emergency care, and all EMS operations, while having the desire to continue to learn new techniques, medical treatments, and any other continuing education as the job requires.
- Performs all job duties and functions that are expected under the auspices of the Ohio EMT and/or Paramedic Scope of Practice, and performs under the direction of the Southwest Medical Protocols that have been established.

**CRITICAL SKILLS / EXPERTISE:**

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of using a self-contained breathing apparatus.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of operating portable fire extinguishers.
- Shall be capable of working with ropes and tying certain knots used in the fire service.
- Shall be capable of handling highly pressurized fire hoses.
- Shall be capable of safely operating portable power equipment, such as a chain saw.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department’s job related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Detect the presence of fire and/or smoke using the senses of sight, smell, or touch.
- Visually inspect buildings and fire equipment and visually examine the physical conditions of accident victims.
- Possess sufficient visual acuity in order to function optimally in dense smoke and darkness.
- Sufficiently hear instructions and commands while wearing protective headgear at fire and emergency scenes.
- Shall have acute hearing in order to locate somebody during a search and rescue, when a verbal or electronic signal is emitted.
- Balance on ice, oil, and water slick surfaces as may be encountered in the course of firefighting and rescue operations, and fire safety inspections.

Revised on 12-14-2021
**POSITION TITLE**
Firefighter Paramedic/EMT

**STATUS**
Part time - Non Exempt

**REPORTS TO**
Lieutenant

**Salary Range:**
$14.50/hour - $15.01/hour

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

- Understand the theories of fire science, fire safety and prevention, and emergency medical training, and apply theoretical knowledge on a practical level.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- Must have a high school diploma or equivalent.
- Must have a minimum of a State of Ohio Firefighter Level I certification.
- Must have a current State of Ohio Emergency Medical Technician (EMT) – Paramedic certificate or currently be an EMT – Basic enrolled in an approved paramedic training program at the time of application.
- A successfully hired candidate possessing a State of Ohio Firefighter Level I certificate and or currently an EMT – Basic enrolled in an approved paramedic training program shall be a State of Ohio certified Firefighter Level II and or Paramedic by the end of the employee’s probation date.
- Must possess a valid State issued automobile driver’s license.
- Must have successfully completed the Colerain Fire & EMS Physical Performance Evaluation no more than 12 months prior to the assessment process.
- State of Ohio EMT – Paramedic certification
- State of Ohio Fire or EMS Instructor certification

**PHYSICAL & MENTAL REQUIREMENT:**
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- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee will occasionally be required to manipulate, handle, feel, reach, push, and pull with hands and arms. The employee is occasionally required to stoop or crouch.
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- Shall be capable of climbing ladders ranging from 16-feet to 110-feet.
- Shall be capable of carrying ground ladders.
- Shall be capable of dragging, carrying, and connecting fire hose.
- Shall be capable of opening and closing a fire hydrant.
- Shall be capable of driving large fire department vehicles.
- Shall be capable of operating fire apparatus pumps and equipment.
- Bend, crouch, and stoop up to one half hour at a time in order to tend to accident victims in tight spaces, such as those encountered in damaged automobiles and in other rescue settings.
- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial accident or other emergency situation.
**POSITION TITLE**
Firefighter Paramedic/EMT

**STATUS**
Part time - Non Exempt

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- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This employee must successfully pass the department’s physical fitness and medical evaluations.

**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 with disabilities to perform the essential functions.
- While performing the duties of this position, the employee occasionally works in hot, outside weather conditions and occasionally encounters dirt, dust, heat, fumes, and odors as well as mechanical, chemical, electrical and fire hazards.
- Exposure to extreme heat and toxic smoke.
- Exposure to potential building collapse.
- Exposure to cuts bruises sprains, fractures and any other injury that might occur on an emergency scene.
- Exposure to electrical hazards – electrocution hazard.
- Exposure to severe stress that could cause a fatal heart attack or stroke.
- Exposure to extreme weather conditions that could cause heat exhaustion, heat stroke, frostbite or any other weather related injury or illness.
- Potential for exposure to contagious diseases including but not limited to hepatitis and aids.
- Exposure to dangerous and hazardous materials.
- Exposure to any and all such hazards that might be encountered while responding to, and working at a fire, EMS, rescue, hazardous materials disaster or any emergency scene.
- The noise level in the work environment is usually quiet while working in the office, or moderately noisy while working in the field.

**EMPLOYEE ACKNOWLEDGEMENT:**
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**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
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<tbody>
<tr>
<td>Paramedic</td>
<td>Part time – Non Exempt</td>
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</table>

**REPORTS TO**
Lieutenant or Captain of Assigned Station

**Salary Range:**
$15.50/hour - $17.32/hour

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

**PURPOSE:**
The primary function of a Colerain Township Paramedic is to respond to medical or traumatic emergencies and deliver exceptional care to patients, while protecting the community by promoting an environment of public safety within the fire department's response area.

**SCOPE:**
Providing emergency medical services require an individual to work under long, intense, fatiguing, and highly dangerous and stressful conditions. It is essential that the candidate is capable of carrying out the below listed functions associated with the duties of pre-hospital care in a prompt and efficient manner.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of operating a computer.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall conduct a daily inventory of all EMS units.
- Shall assist with EMS training.
- Shall follow the established infection control program.
- Shall respond to, and render aid in the event of a natural disaster.
- Shall respond to fires, emergency medical scenes, and any other emergency scenes to render assistance and/or care where needed.
- Shall perform general maintenance work around fire department property and buildings, to include working from ladders, lifting heavy objects, climbing on fire apparatus to perform service to same, and performing various manual labors.
- General maintenance and repair on medical equipment and apparatus.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Shall have the ability to properly perform the following medical functions:
  - Use medical equipment associated with the emergency medical service.
  - Evaluate vital signs.
  - Perform a complete patient assessment.
  - Properly manage a patient’s airway.
  - Splint sprains and fractures.
  - Provide psychological first aid.
  - Obstetrics.
  - Control bleeding.
  - Perform CPR.
  - Perform equipment checks.
  - Initiate I.V.’s.
  - Initiate intraosseous I.V.’s.
  - Perform chest decompression.
  - Administer medications.

Revised on 12-14-2021
**POSITION TITLE**  
Paramedic

**STATUS**  
Part time – Non Exempt

**REPORTS TO**  
Lieutenant or Captain of Assigned Station

**Salary Range:**  
$15.50/hour - $17.32/hour

**SUPERVISES**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

- Establish an airway using an ET tube or other Supraglottic airway device.
- Efficiently operate an AED
- Defibrillate and perform cardioversion.
- Perform a cricothyroidotomy.
- Maintain security, and direct the distribution of medications and controlled substances as dictated by a physician or protocol.
- Any other procedure included within the current Hamilton County protocol for EMT-P’s or any procedure authorized by the department’s Medical Director
- Other duties as assigned.

**CRITICAL SKILLS / EXPERTISE:**

- Shall be capable of operating both as a member of a team, and working independently at incidents of uncertain duration.
- Shall be capable of physically and emotionally coping with highly stressful situations.
- Shall be capable of using a variety of hand tools.
- Shall be capable of working in a hazardous environment and being exposed to the many hazards encountered on a fire, medical, and any other emergency scene.
- Shall be capable of clearly communicating on a two-way radio, and on the telephone.
- Shall be capable of passing the department’s job related physical performance evaluation.
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion etc.
- Work cooperatively with subordinates, supervisors, and the public under extremely stressful conditions, including situations of a life threatening nature.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Utilize personal computers, including word processing software, calculator, copy and fax utilities, phone, mobile phone, mobile and portable radios, and automobiles.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- High school diploma or GED required.
- Advanced Cardiac Life Support (ACLS).
- Pediatric Advanced Life Support (PALS).
- Basic Life Support (BLS).
- Incident Command System (ICS) and National Incident Management System (NIMS).
- ICS-100: Introduction to the Incident Command System.
- Independent Study(IS)-700: NIMS, An Introduction.
- Valid state of Ohio Paramedic.

**PHYSICAL & MENTAL REQUIREMENT:**

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 with disabilities to perform the essential functions.

- Ability to climb, balance, stoop, kneel, crouch, reach, stand, walk, run, sit, push, pull, lift, grasp, feel, talk, hear, see, perform repetitive motions, and demonstrate manual dexterity.

Revised on 12-14-2021
Exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**

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

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
The position of Code Enforcement Officer reports directly to the Director of Planning and Zoning to assist in the daily work load with respect to inspections, communications, and follow up on nuisance, property maintenance, and zoning enforcement issues.

Under the supervision of the Director of Planning and Zoning this position:

- Investigates and enforces the provisions of the Township Zoning Resolution, the Township Property Maintenance Code, and the Ohio Revised Code with regard to nuisance;
- Works to ensure the public health, safety, and welfare of the community;
- Identifies repeat nuisance properties and their owners;
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form;
- Communicates clearly and regularly with the Director of Planning and Zoning and residents of the Township in a professional and courteous manner;
- Coordinates with Township Staff and contractors regarding the abatement of nuisance properties.

ESSENTIAL ROLES & RESPONSIBILITIES:

- Maintain organized documentation to assist in management of the abatement and assessment process and coordinate with the Auditor’s Office to ensure all property tax assessments are placed on the property tax bill.
- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Investigate and enforces nuisance and property maintenance violations.
- Conduct field inspections, document violations, and prepare violation orders, notices, and reports.
- Work with property owners to achieve compliance on nuisance properties.
- Investigate possible nuisance and property maintenance violations in response to public complaints and/or those observed while in the field.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Director of Planning and Zoning with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Investigate and process possible nuisance violations.
- Prepares documents for Housing Court, Civil Court, or other relevant forms of enforcement and attends related court cases.
- Coordinates with other internal Township Departments and external governmental agencies to develop an approach that ensures compliance on properties with issues that expand beyond Zoning purview.
- Assists the department with communications to and builds relationships with various neighborhood groups and other community oriented organizations.
- Complete other tasks as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of personal computers, oversized plotters, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high
POSITION TITLE
Code Enforcement Officer

STATUS
Full time – Non Exempt

REPORTS TO
Administrative Sergeant

Salary Range:
$40,500 - $61,000

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

intensity computer projections, and other equipment germane to this position.

- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS.
- Exceptional customer service skills.

EDUCATION,
LICENSED, &
CERTIFICATION
REQUIREMENT:

A valid state driver’s license. The ability to obtain an AICP certification is preferred. Professional certification in property maintenance and enforcement helpful but not required. High school diploma or GED equivalent. A bachelor’s degree in Urban Planning, Urban Studies, Geography, or related field is preferred

PHYSICAL & MENTAL
REQUIREMENT:

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files and occasionally lifting (must be able to lift up to 25 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

WORK ENVIRONMENT:

Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. These external locations may not be graded, and may not be easily accessible.

Regular and predictable attendance as established by Administration.

EMPLOYEE
ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
**POSITION TITLE**
Police Chief

**STATUS**
Full time - Exempt

**REPORTS TO**
Township Administrator

**Salary Range:**
$101,500 - $127,000

**SUPERVISES**
Patrol, Support Services, and Investigative Commander

**Minimum Education:**
BA/BS, MA/MS preferred

**PURPOSE:**

The Police Chief has the overall responsibility to lead, direct, and manage all activities of the Township’s police department.

**SCOPE:**

The Chief of Police is the Chief Executive Officer of the Police Department and is responsible for the protection of lives and property in Colerain Township through the supervision of all police functions. The Chief of Police is a Township employee who serves in accordance with the provisions of the Ohio Revised Code and functions in accordance with general policy established by the Board of Trustees with considerable latitude in the exercise of independent judgment and discretion of the management and operation of the Police Department.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Chief of Police must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Promptly execute all lawful directives of the Township Administrator and the Board of Trustees.
- Submit required reports to the Township Administrator and the Board of Trustees that clearly depict conditions and police actions within the requested time periods.
- Organize, direct and control all resources of the Department to ensure that:
  - The Department engages in the most efficient discharge of its duties to preserve the peace, protect persons and property, and enforce the criminal laws of the State of Ohio.
  - New techniques are developed or adopted to improve the Departments’ effectiveness in the discharge of primary police obligations.
  - There is adequate analysis, planning and preparation to determine the need for development of facilities to fulfill future Department requirements.
  - Ensure estimated annual budgets are prepared and presented to the Township Administrator and the Board of Trustees.
- Ensure available resources are converted into maximum effective police service.
- Develop an organizational structure with professional standards and sound span-of-control principles to ensure the following:
  - A staff of supervisory officers is created and maintained who meet periodically to discuss and resolve current problems, establish policy, and disseminate information to assure operational efficiency;
  - Related activities are integrated under control of intermediate supervisors, holding them accountable for effective conduct of such activities;
  - Awareness of all affairs of the Department to ensure that the duties of subordinates are properly discharged;
  - Thorough investigation of all cases of alleged or apparent misconduct by Department personnel, with appropriate action taken.

Revised on 12-14-2021
• Recognition of outstanding performance by Department employees through various techniques and programs; and

• Adequate and progressive employee training is organized and conducted to achieve maximum efficiency.

• Assist the Township Administrator and the Board of Trustees in developing acceptable standards and procedures to recruit, select and promote Department employees.

• Plan and execute a police service program, with modifications to combat current trends supported by analysis of records and reports, designed to ensure the following:
  • Prevention and suppression of crime.
  • Apprehension and prosecution of offenders.
  • Recovery of property.

• Develop and conduct an effective, professional public relations program to ensure.
  • Public confidence is encouraged.
  • Accurate interpretation of police policies and objectives are presented to Department personnel, the press, and the public.
  • Work for the enactment and strengthening of laws for the restraint of criminal activities.

• Establish procedures to comply with provisions of Section 5149.01, Ohio Revised Code, governing establishment and conduct of Criminal Identification procedures.

• Maintains productive relationships between the Department and other governmental agencies and private organizations, especially those concerned with traffic, crime prevention and the administration of justice to further the goals and objectives of the Department.

• Maintain an active alliance with professional police authorities and participate in programs to ensure the mutual improvement of proficiency in combating crime and traffic problems.

• Report promptly to other Township personnel any important matters falling within their jurisdiction.

• Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.

• Coordinate Department representation or represent the Department at any community function in a professional manner to ensure a positive and professional image of the Department.

• Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
**POSITION TITLE**
Police Chief

**STATUS**
Full time - Exempt

**REPORTS TO**
Township Administrator

**Salary Range:**
$101,500 - $127,000

**SUPERVISES**
Patrol, Support Services, and Investigative Commander

**Minimum Education:**
BA/BS, MA/MS preferred

- Insure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all are initiatives are completed and goals are met.
- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Township Administrator or Board of Trustees.

**CRITICAL SKILLS / EXPERTISE:**

- Strength in interpersonal skills, leadership, employee motivation, and an advanced knowledge of current law enforcement strategies. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Must have experience with the community-oriented policing philosophy, significant labor-management experience, and grant funding.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- The normal office hours for the Chief of Police are 8:00 a.m. to 4:00 p.m., Monday

Revised on 12-14-2021
**POSITION TITLE**

Police Chief

**STATUS**

Full time - Exempt

<table>
<thead>
<tr>
<th>REPORTS TO</th>
<th>STATUS</th>
<th>SALARY RANGE:</th>
<th>MINIMUM EDUCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Administrator</td>
<td></td>
<td>$101,500 - $127,000</td>
<td>BA/BS, MA/MS preferred</td>
</tr>
</tbody>
</table>

SUPervises

Patrol, Support Services, and Investigative Commander

through Friday, and the normal workweek shall be 40 hours. However, given the nature of the position, the Chief of Police will be expected to put in whatever hours are necessary to effectively perform his duties, without expectation of additional compensation. It is the employee's obligation to have regular and predictable attendance.

- Ability to get along with other employees.
- Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

- A valid state driver’s license. Must be bondable. Must maintain Ohio Peace Officer’s Training Academy (OPOTA) certification.
- Extensive command and executive level experience combined with specialized training such as the F.B.I. National Academy, Ohio Peace Officer Training Academy (OPOTA), Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC.) and four-year degree from an accredited college/university. Should have a minimum of five to seven years of experience.
- Bachelor’s degree from an accredited college or university required. A Master’s degree preferred.

- Chief must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards and undergo training in the proper use of Standard Police Equipment such as, but not limited to, handcuffs, IMPACT weapon, TASER, mace, police communication equipment, personal computers, gun belt, flashlight and operate a police vehicle under routine and emergency conditions within local and state laws.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

- Officers must operate emergency vehicles under stressful conditions.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

**PHYSICAL & MENTAL REQUIREMENT:**

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
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<tbody>
<tr>
<td>Police Chief</td>
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<td>$101,500 - $127,000</td>
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<table>
<thead>
<tr>
<th>SUPERVISES</th>
<th>Minimum Education:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrol, Support Services, and Investigative Commander</td>
<td>BA/BS, MA/MS preferred</td>
</tr>
</tbody>
</table>

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
**POSITION TITLE**
Support Services Commander (Lieutenant)  
**STATUS**
Full time – Exempt

<table>
<thead>
<tr>
<th>REPORTS TO</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Police Chief</td>
<td>Salary Range: $88,800 - $101,500</td>
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<tr>
<th>SUPERVISES</th>
<th>Minimum Education:</th>
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</thead>
<tbody>
<tr>
<td>Administrative Sergeant</td>
<td>Associate’s Degree</td>
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</table>

**PURPOSE:**
The position of the Support Services Commander (lieutenant) is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Township Police Department.

**SCOPE:**
The Support Services Commander provides direct supervision of the support function and serves as a liaison between the Support Services Division, Investigative Unit, the Traffic Unit, the School Resource Officers, the Neighborhood Resource Officers, the Bicycle Unit, and civilian staff. The Support Services Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Support Services Commander must be able to assume command in the absence of the Chief of Police.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Support Service Commander must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over the Patrol Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
  - a) Shift selections.
  - b) Maintaining minimum staffing levels.
  - c) Ensure annual evaluations are completed.
  - d) All support functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police for the efficient operation of the Department in conformity with established policies and procedures.
- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparing for collective bargaining and participate in negotiations as the chief’s designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
  - a) Training personnel.
  - b) Improving working conditions for maximum efficiency and morale.
  - c) Using personnel records and performance ratings for individual guidance and improvement.
  - d) Adequately recognizing outstanding personnel performance.
  - e) Improving efficiency and cooperation in areas of common responsibility.
  - f) Advancing the public relations program for promoting public confidence and support.
  - g) Ensuring proper and economical use of Department property and equipment.

Revised on 12-14-2021
• Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  a. Training Personnel.
  b. Prevention and suppression of crime.
  c. Protection of life and property.
  d. Apprehension and prosecution of offenders.
  e. Preservation of the peace.
  f. Enforcement of regulatory measures.

• Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.

• In the absence of the Chief of Police, conduct investigations of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.

• Periodically inspect subordinates’ uniforms and equipment, and provide them with legal papers and materials necessary to the performance of their duties.

• Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.

• Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.

• Conduct weekly examinations of the arms, ammunition, belts and holsters of assigned personnel, promptly correcting and reporting defects.

• Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.

• Insure civil treatment and protection of rights for all persons coming into the scope of police authority.

• Coordinate Department representation or represent the Department at the request of the Chief of Police at any community functions in a professional manner to ensure a positive and professional image of the Department.

• Conduct oneself in accordance with high ethical standards, both on and off duty.

• Be available for duty at all times in case of special needs or emergencies.

• Work scheduled hours, arriving promptly for duty when scheduled.

• Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.

• Shall maintain harmonious relations with other segments of the Department, allied agencies and the public.

• Shall assist in the development of special and ongoing programs.

• Shall keep the Chief of Police aware of potential police/community problems and potential solutions.
<table>
<thead>
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<tr>
<td>Support Services Commander (Lieutenant)</td>
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<tr>
<th>REPORTS TO</th>
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<td>$88,800 - $101,500</td>
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<tbody>
<tr>
<td>Administrative Sergeant</td>
<td>Associate’s Degree</td>
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</table>

- Shall develop and coordinate special projects as directed by the Chief of Police.
- Shall be responsible for the overall care and maintenance of the building and all equipment assigned herein.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) and two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of two years’ experience as a police sergeant.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
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- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**PURPOSE:**

The position of the Patrol Commander (lieutenant) is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Police Department.

**SCOPE:**

The Patrol Commander provides direct supervision of the overall patrol function, and serves as a liaison between the two patrol shifts and the Chief of Police. The Patrol Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Patrol Commander must be able to assume command in the absence of the Chief of Police.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Patrol Commander must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over the Patrol Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
  - a) Shift selections.
  - b) Maintaining minimum staffing levels.
  - c) Ensure annual evaluations are completed.
  - d) All patrol functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police for the efficient operation of the Department in conformity with established policies and procedures.
- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparation for collective bargaining and participate in negotiations as the chief’s designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
  - a) Training personnel.
  - b) Improving working conditions for maximum efficiency and morale.
  - c) Using personnel records and performance ratings for individual guidance and improvement.
  - d) Adequately recognizing outstanding personnel performance.
  - e) Improving efficiency and cooperation in areas of common responsibility.
  - f) Advancing the public relations program for promoting public confidence and support.
  - g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  - a) Training personnel.
**POSITION TITLE**
Patrol Commander (Lieutenant)

**STATUS**
Full time - Exempt

**REPORTS TO**
Police Chief

**Salary Range:**
$88,800 - $101,500

**SUPERVISES**
Patrol Sergeants

**Minimum Education:**
Associate’s Degree

- b) Prevention and suppression of crime.
- c) Protection of life and property.
- d) Apprehension and prosecution of offenders.
- e) Preservation of the peace.
- f) Enforcement of regulatory measures.

- Develop working relationships with front line agents of the other service agencies to accelerate the response to neighborhood problems by cutting through bureaucratic red tape.
- Use various news media (television, radio and print - special emphasis on local newspapers) to keep citizens informed, announce new programs and initiatives and celebrate successes.
- Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- In the absence of the Chief of Police, conduct an investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
- Periodically inspect subordinates’ uniforms and equipment, and provide them with legal papers and materials necessary to the performance of their duties.
- Inspect and brief all subordinates who begin a shift during his/her tour of duty.
- Report any instance of unfitness detected at inspection or during his/her tour of duty.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct weekly examinations of the arms, ammunition, belts and holsters of assigned personnel, promptly correcting and reporting defects.
- Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
- Insure civil treatment and protection of rights for all persons coming into the scope of police authority.
- Coordinate Department representation or represent the Department at the request of the Chief of Police at any community function in a professional manner to ensure a positive and professional image of the Department.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.

Revised on 12-14-2021
### POSITION TITLE
Patrol Commander (Lieutenant)

### STATUS
Full time - Exempt

### REPORTS TO
Police Chief

### Salary Range:
$88,800 - $101,500

### SUPERVISES
Patrol Sergeants

### Minimum Education:
Associate’s Degree

- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.
- Shall keep the Chief of Police aware of potential police/community problems and potential solutions.
- Shall develop and coordinate special projects as directed by the Chief of Police.
- Maintain acceptable standards of conduct
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated, and work independently of direct supervision.

### CRITICAL SKILLS / EXPERTISE:
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability of get along with other employees.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

### EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
- A valid state driver’s license. Must be bondable. Must maintain Ohio Peace Officer’s Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) and two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of two years of experience as a police sergeant.

### PHYSICAL & MENTAL REQUIREMENT:
- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

Revised on 12-14-2021
POSITION TITLE
Patrol Commander (Lieutenant)

STATUS
Full time - Exempt

REPORTS TO
Police Chief

Salary Range:
$88,800 - $101,500

SUPERVISES
Patrol Sergeants

Minimum Education:
Associate’s Degree

• While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
• Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
• Officer must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:
• The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
### PURPOSE:
The position of the Investigative Services Commander (lieutenant) is supervisory in nature and is to assist the Chief of Police in the overall direction of the Colerain Township Police Department.

### SCOPE:
The Investigative Services Commander provides direct supervision of the investigative function and serves as a liaison between the Investigative Unit, Patrol Division and Support Services Division. The Investigative Services Commander is responsible in assisting the Chief of Police in organizing and implementing Department programs, goals and objectives. The Investigative Services Commander must be able to assume command in the absence of the Chief of Police.

### ESSENTIALS ROLES & RESPONSIBILITIES:
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department the Investigative Services Commander must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assume command over the Investigative Division and ensure the division operates in accordance with policy and procedure to include but not limited to:
  - a) Shift selections.
  - b) Maintaining minimum staffing levels.
  - c) Ensure annual evaluations are completed.
  - d) All investigative functions are completed in accordance with policy and procedure.
- Exercise authority commensurate with responsibility and be accountable directly to the Chief of Police.
- Assume command of the Department, as Acting Chief, whenever the Chief of Police is unavailable to oversee normal Department activities.
- Be responsible for assisting the Chief of Police for the efficient operation of the Department in conformity with established policies and procedures.
- Be diligent in enforcing the observance of high ethical standards in the performance and conduct of personnel.
- Plan, organize, and direct the activities of the Department in conjunction with the Chief of Police and maintain harmonious relationships with other segments of the Department, allied agencies and the public.
- Assist the Chief of Police in preparing for collective bargaining and participate in negotiations as the chief’s designee.
- Assist the Chief of Police in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
  - a) Training personnel.
  - b) Improving working conditions for maximum efficiency and morale.
  - c) Using personnel records and performance ratings for individual guidance and improvement.
  - d) Adequately recognizing outstanding personnel performance.
  - e) Improving efficiency and cooperation in areas of common responsibility.
  - f) Advancing the public relations program for promoting public confidence and support.
  - g) Ensuring proper and economical use of Department property and equipment.
• Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  a. Training Personnel.
  b. Prevention and suppression of crime.
  c. Protection of life and property.
  d. Apprehension and prosecution of offenders.
  e. Preservation of the peace.
  f. Enforcement of regulatory measures.
• Assist the Chief of Police in the investigation of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
• In the absence of the Chief of Police, conduct investigations of all cases of apparent or alleged misconduct by subordinate personnel, procuring evidence sufficient to sustain or refute such allegations and prepare necessary reports.
• Periodically inspect subordinates’ uniforms and equipment, and provide them with legal papers and materials necessary to the performance of their duties.
• Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate. In the absence of the Chief of Police, or as designated by the Chief of Police, address every breach of discipline or neglect of duty by a subordinate.
• Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
• Conduct weekly examinations of the arms, ammunition, belts and holsters of assigned personnel, promptly correcting and reporting defects.
• Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.
• Insure civil treatment and protection of rights for all persons coming into the scope of police authority.
• Coordinate Department representation or represent the Department at the request of the Chief of Police at any community functions in a professional manner to ensure a positive and professional image of the Department.
• Conduct oneself in accordance with high ethical standards, both on and off duty.
• Be available for duty at all times in case of special needs or emergencies.
• Work scheduled hours, arriving promptly for duty when scheduled.
• Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a lieutenant.
• Shall maintain harmonious relations with other segments of the Department, allied agencies and the public.
• Shall assist in the development of special and ongoing programs.
• Shall keep the Chief of Police aware of potential police/community problems and potential solutions.

Revised on 12-14-2021
**POSITION TITLE**
Investigative Services Commander (Lieutenant)

**STATUS**
Full time – Exempt

**REPORTS TO**
Police Chief

**Salary Range:**
$88,800 - $101,500

**SUPERVISES**
Investigative Sergeant, Accreditation Manager

**Minimum Education:**
Associate’s Degree

- Shall develop and coordinate special projects as directed by the Chief of Police.
- Shall be responsible for the overall care and maintenance of the building and all equipment assigned herein.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Must possess ability to calculate figures and amounts, and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification.
- Ohio Peace Officer Training Academy (O.P.O.T.A.) certified, a four-year degree from an accredited college/university or advanced training in specialized police field Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC) and two-year degree from an accredited college/university. Administrative and management training (can be obtained after appointment), along with first line supervision, minimum of two years’ experience as a police sergeant.

**PHYSICAL & MENTAL REQUIREMENT:**
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

Revised on 12-14-2021
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Investigative Services Commander (Lieutenant)</td>
<td>Full time – Exempt</td>
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<table>
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<tr>
<th>REPORTS TO</th>
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<tr>
<td>Police Chief</td>
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<th>SUPERVISES</th>
<th>Minimum Education:</th>
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<tbody>
<tr>
<td>Investigative Sergeant, Accreditation Manager</td>
<td>Associate’s Degree</td>
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</tbody>
</table>

- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Commander must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Commander is provided the use of handcuffs, IMPACT weapon, mace, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
Position Title: Administrative Sergeant
Status: Full time – Non Exempt

Reports to: Support Services Commander
Salary Range: Per CBA

Supervises: Code Enforcement, Environmental Crime Investigator
Minimum Education: Associate’s Degree

**Purpose:**
The position of Administrative Sergeant is supervisory in nature and assists in the overall direction of the Colerain Police Department.

**Scope:**
The Administrative Sergeant provides direct supervision of the specialized units. The Administrative Sergeant is responsible for the daily operations of each unit’s activities. The Administrative Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

**Essentials Roles & Responsibilities:**
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Administrative Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform, as necessary, within the Township, the general duties common to all police sergeants assigned to Patrol.
- Develop collaborative working relationships with other supervisors in the Township to help them understand their role and involvement with Community Policing and problem solving initiatives.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) in the Township.
- Network with other service agencies to contribute to problem solutions. This would include local government departments, social services, other public and private agencies and so forth.
- Represent the Department at community meetings, keeping the citizens informed of Police Department policies and activities that affect them.
- Share crime statistics and trends with the citizens of the Township.
- Give presentations on Community Policing, upon request, to neighborhood groups, service agencies, business groups, schools and so forth.
- Work hours varying to meet the needs of the citizens and Police Department.

All Sergeants of the Colerain Township Police Department must perform each of the following tasks:

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
  a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
  b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
• Continually review and inspect subordinates appearance and work to ensure compliance with Department policy and procedures.
• Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
• Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
• Assist the Support Services Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
• Assist the Support Services Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
  a) Training personnel.
  b) Improving working conditions for maximum efficiency and morale.
  c) Using personnel records and performance ratings for individual guidance and improvement.
  d) Adequately recognizing outstanding personnel performance.
  e) Improving efficiency and cooperation in areas of common responsibility.
  f) Advancing the public relations program for promoting public confidence and support.
  g) Ensuring proper and economical use of Department property and equipment.
• Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  a) Prevention and suppression of crime.
  b) Protection of life and property.
  c) Apprehension and prosecution of offenders.
  d) Preservation of the peace.
  e) Enforcement of regulatory measures.
• Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
• Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
• Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
• Compile written reports for the Support Services Commander as directed to ensure presentation in an accurate, timely manner.
• Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
• When on first shift, at the second and fourth Sunday of each month, inspect, or delegate, the thorough inspection of each vehicle in the Department to ensure cleanliness and good working order, promptly reporting in writing every instance of damage, neglect or improper use.
• Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
• Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate.
**POSITION TITLE**
Administrative Sergeant

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Support Services Commander

**Salary Range:**
Per CBA

**SUPERVISES**
Code Enforce., Environmental Crime Investigator

**Minimum Education:**
Associate’s Degree

- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- Must currently have an associate’s degree from an accredited university/college or be in the process of actively obtaining an associate’s degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years’ experience as a police officer and one year as a Colerain Police Officer.
- A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s...
Training Academy (OPOTA) certification.

**PHYSICAL & MENTAL REQUIREMENT:**

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

**WORK ENVIRONMENT:**

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

In accordance with hours scheduled by the Chief of Police, it is the employee’s obligation to have regular and predictable attendance.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
**POSITION TITLE**
Investigative Sergeant

**STATUS**
Full time – Non exempt

**REPORTS TO**
Investigative Services Commander

**Salary Range:**
Per CBA

**SUPERVISES**
Investigative Personnel (OIC, Detectives, K-9)

**Minimum Education:**
Associate’s Degree

**PURPOSE:**
The position of Investigative Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

**SCOPE:**
Investigative Sergeant provides direct line supervision and is responsible for the daily operations of the Investigative Unit. Investigative Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Investigative Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Oversees and performs various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Investigates any and all cases assigned by the Support Services Commander, or Chief of Police, including but not limited to, any criminal offense not closed by arrest at the time of occurrence to ensure a complete, thorough, timely investigation.
- Develops and manages all Confidential Informants, as well as maintaining complete and accurate reports and records pertaining to same to aid in obtaining information for the investigation and successful prosecution of offenders.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Oversees and maintains and processes any and all evidence that has been turned over and utilizes those resources available from other departments that would aid in enhancing the value of the evidence within 72 hours.
- Responds and assists other investigative units that request assistance such as Ohio Department of Public Safety (Liquor Control), DART, Cincinnati Police Street, Corner, Hamilton County Regional Enforcement Narcotics Unit (RENU), or any other additional law enforcement agency requesting assistance, while maintaining a professional attitude and image.
- Oversees and maintains complete and concise case files neatly and accurately prepared that will help ensure proper court presentation and reflect positively on the department as a whole.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
  a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and

Revised on 12-14-2021
**POSITION TITLE**
Investigative Sergeant

**STATUS**
Full time – Non exempt

**REPORTS TO**
Investigative Services Commander

**Salary Range:**
Per CBA

**SUPERVISES**
Investigative Personnel (OIC, Detectives, K-9)

**Minimum Education:**
Associate’s Degree

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b) Conduct meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.

- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate’s appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Support Services Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Support Services Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things,
  a) Training personnel.
  b) Improving working conditions for maximum efficiency and morale.
  c) Using personnel records and performance ratings for individual guidance and improvement.
  d) Adequately recognizing outstanding personnel performance.
  e) Improving efficiency and cooperation in areas of common responsibility.
  f) Advancing the public relations program for promoting public confidence and support.
  g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  a) Prevention and suppression of crime.
  b) Protection of life and property.
  c) Apprehension and prosecution of offenders.
  d) Preservation of the peace.
  e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Support Services Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a routine basis to ensure delivery of professional law enforcement services.
**POSITION TITLE**
Investigative Sergeant

**STATUS**
Full time – Non exempt

**REPORTS TO**
Investigative Services Commander

**Salary Range:**
Per CBA

**SUPERVISES**
Investigative Personnel (OIC, Detectives, K-9)

**Minimum Education:**
Associate’s Degree

- Observe and impartially report to the Support Services Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniformed Patrol Officer, Detective, Special Investigative Unit, Traffic Safety Officer. -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to the Investigative Sergeant.

**CRITICAL SKILLS / EXPERTISE:**
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies related to vice and narcotics investigations. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and other documents such as safety rules. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- Must currently have an associate’s degree from an accredited university/college or be in the process of actively obtaining an associate’s degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years’ experience as a police officer and one
POSITION TITLE
Investigative Sergeant

STATUS
Full time – Non exempt

REPORTS TO
Investigative Services Commander

Salary Range:
Per CBA

SUPERVISES
Investigative Personnel (OIC, Detectives, K-9)

Minimum Education:
Associate’s Degree

year as a Colerain Police Officer.

- A valid state driver’s license. Must be bondable. Must maintain Ohio Peace Officers Training Academy (OPOTA) certification.
- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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

In accordance with hours scheduled by the Chief of Police, it is the employee’s obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE
PRINTED NAME

Revised on 12-14-2021
PURPOSE:

The position of Patrol Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:

Patrol Sergeants provide direct line supervision and are responsible for the daily operations of a shift. Patrol Sergeants must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Patrol Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
  a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
  b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty and in the station, be responsible for its conditions and for its economical and efficient operation.
- Continually review and inspect subordinate’s appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Patrol Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Patrol Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
  a) Training personnel.
  b) Improving working conditions for maximum efficiency and morale.
  c) Using personnel records and performance ratings for individual guidance and improvement.
  d) Adequately recognizing outstanding personnel performance.
  e) Improving efficiency and cooperation in areas of common responsibility.
  f) Advancing the public relations program for promoting public confidence and support.
  g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  a) Prevention and suppression of crime.
  b) Protection of life and property.

Revised on 12-14-2021
**POSITION TITLE**
Patrol Sergeant

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Patrol Commander

**Salary Range:**
Per CBA

**SUPERVISES**
Patrol Officers

**Minimum Education:**
Associate’s Degree

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c) Apprehension and prosecution of offenders.  
d) Preservation of the peace.  
e) Enforcement of regulatory measures.

- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Patrol Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Patrol Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional

*Revised on 12-14-2021*
### POSITION TITLE
Patrol Sergeant

### STATUS
Full time – Non Exempt

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<td>Patrol Commander</td>
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</thead>
<tbody>
<tr>
<td>Patrol Officers</td>
<td>Associate’s Degree</td>
</tr>
</tbody>
</table>

- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- A valid state driver’s license. Must be bondable. Maintain Ohio Peace Officer’s Training Academy (OPOTA) certification.
- Must currently have an associate’s degree from an accredited university/college or be in the process of actively obtaining an associate’s degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years’ experience as a police officer and one year as a Colerain Police Officer.

### PHYSICAL & MENTAL REQUIREMENT:
- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

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

In accordance with hours scheduled by the Chief of Police, it is the employee’s obligation to have regular and predictable attendance.

### EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

Revised on 12-14-2021
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<tr>
<th>POSITION TITLE</th>
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**POSITION TITLE:** Detective  
**STATUS:** Full time – Non Exempt

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**PURPOSE:**
Under the direct supervision of the Investigative Sergeant, the primary responsibility of the Detective is to follow up assigned cases.

**SCOPE:**
The Detective will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Detective must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform other related duties as required.

**CRITICAL SKILLS / EXPERTISE:**
- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified. Upon selection the detective must successfully complete the following basic investigative training: Interview and Interrogation; Basic Criminal Investigations; and Techniques of Evidence Collection and Preservation.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies.
- Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity.
- Ability to solve practical problems and deal with a variety of concrete variables in

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situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

A valid state driver’s license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
POSITIVE TITLE
School Resource Officer

STATUS
Full time – Non Exempt

REPORTS TO
Administrative Sergeant

Salary Range:
Per CBA

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
Under the direct supervision of the Sergeant, the primary responsibility of the School Resource Officer is to provide necessary police services in and around school property located in Colerain Township.

SCOPE:
Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBILITIES:
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a School Resource Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The primary function of the School Resource Officer (SRO) is to enforce the law.
- Provide necessary police services in and around school property, while providing protection of the school staff, students, and property.
- Have primary accountability to the Administrative Sergeant.
- Establish a liaison with school personnel in a cooperating effort to prevent juvenile delinquency.
- Maintain a working relationship with all Department personnel, especially personnel in which their schools are located.
- Thoroughly investigate all incidents coming to his/her attention and make appropriate reports.
- Create a readable copy of all such reports to be made and forwarded to supervision for review.
- Keep the Administrative Sergeant thoroughly advised of all incidents coming to the SRO’s attention. Extraordinary incidents are to be immediately reported.
- Deliver presentations to school personnel as requested.
- Perform other duties as directed by the police department and/or school administration.
- Prioritize and promptly respond in a safe manner to dispatched calls related to the schools and requests for assistance from other jurisdictions to ensure that:
  a) The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
  b) Miscellaneous calls for service are handled in a professional and timely manner (e.g., assisting motorists in “lockout” situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.).
- Conduct preliminary investigations at the scene of incidents to which he/she is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
**POSITION TITLE**
School Resource Officer

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Administrative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**
- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- In accordance with hours scheduled by the Chief of Police. It is the employees’ obligation to have regular and predictable attendance.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification.

**PHYSICAL & MENTAL REQUIREMENT:**
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**

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**SIGNATURE**

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**PRINTED NAME**
**POSITION TITLE**
District Detective

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Administrative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

**PURPOSE:**
Under the direct supervision of the Administrative Sergeant, the primary responsibility of the District Detective is to follow up assigned cases, collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**SCOPE:**
The District Detective will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a District Detective must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.
- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform other related duties as required.

**CRITICAL SKILLS / EXPERTISE:**

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified. Upon selection the detective must successfully complete the following basic investigative training: Interview and Interrogation; Basic Criminal Investigations; and Techniques of Evidence Collection and Preservation.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies.
- Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and or criminal activity.

Revised on 12-14-2021
**POSITION TITLE**
District Detective

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Administrative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
A valid state driver’s license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

**PHYSICAL & MENTAL REQUIREMENT:**
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

**WORK ENVIRONMENT:**
- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

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</table>
**POSITION TITLE**

Uniformed Patrol Officer

**STATUS**

Full time – Non Exempt

**REPORTS TO**

Patrol Sergeant

**Salary Range:**

Per CBA

**SUPERVISES**

N/A

**Minimum Education:**

H.S. Diploma/GED

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**PURPOSE:**

Under the direct supervision of the Sergeant, the primary responsibility of all Uniform Patrol Officers is to protect the lives and property of the people of the Colerain Township.

**SCOPE:**

Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

Uniformed Patrol Officer of Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Being familiar with his/her area of assignment, giving particular attention to high frequency crime locations and known trouble spots so that he/she may assist in the prevention of crime, not just the making of criminal arrests.
- Taking appropriate action regarding wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to ensure suppression of crime and increased overall safety of the community.
- Utilize highly-visible patrol techniques.
- Conducting daily inspections of open businesses such as convenient stores, banks, retail stores, and service stations to create a visual deterrent to prevent crime.
- Ensuring that businesses are secure at all times, immediately summoning aid to search the premises when evidence of tampering or entry is found, and apprehending any trespassers.
- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Noting and recording the license number and description of vehicles under questionable circumstances, querying individuals through RCIC, LEADS, and NCIC for wants and warrants, where appropriate, and taking appropriate action when necessary.
- Providing assistance to citizens in a professional and courteous manner when answering radio calls or when summoned on the street.
- Observing liquor-permit establishments routinely for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- Prioritize and promptly respond in a safe manner to all dispatched calls in the Township and requests for assistance from other jurisdictions to ensure that:
  a. The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
  b. Miscellaneous calls for service are handled in a professional and timely manner,
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- e.g., assisting motorists in “lockout” situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.

- Conduct preliminary investigations at the scene of incidents to which the officer is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.

- Handle missing person and missing child investigations in a complete and timely manner to ensure compliance with Department policy, state and federal law.

- Thoroughly investigate traffic accidents, complete accurate and neat reports, and provide any services necessary such as minor first aid, tow service, and traffic direction to alleviate hazardous road conditions.

- Promptly, and with empathy, notify next-of-kin of deceased, seriously ill, or seriously injured persons.

- Immediately take control of crime scene and preserve evidence, secure witnesses to the crime, interview witnesses, obtaining complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate logs.
  - a. Assume duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collect evidence to establish probable cause, prepare and serve search warrants.

- Properly collect, prepare and submit all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally-mandated chain of custody, while protecting the integrity of the evidence.

- As soon as practicable, secure the perimeter in fire scenes, assist with hazardous material spills, and otherwise assist fire department personnel at the scene of an emergency to enhance operational efficiency.

- Act within the use of force continuum when defending oneself and others from physical assault.

- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary paperwork as required by Department policy or state guidelines.

- Transport all prisoners within established guidelines, being vigilant to prisoner’s rights under local, state, and federal guidelines.

- Serve outstanding subpoenas or warrants as required.

- Perform crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.

- Be sensitive to the conduct of juveniles and the existence of hazards affecting them in order to participate in the delinquency control effort of the Department.

- Immediately brief the Chief of Police or his/her designee on important matters.

- Complete all special projects, assignments and investigations as assigned.

- Assist in the execution of the Department’s programs for:
  - a. Improving efficiency and cooperation in areas of common responsibility
  - b. Advancing the public relations program for promoting public confidence and
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- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
  - Review records and reports daily to obtain information regarding incidents, wanted suspects, stolen vehicles, missing persons, and other items necessary to ensure safety of Township residents and businesses.
  - Review offense reports and supplementary report on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes in order to recognize developing crime patterns and take appropriate action to prevent or solve crimes.
  - Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and police vehicles per Department standards and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and

Revised on 12-14-2021
correspondence. Ability to speak effectively before groups, employees, or the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

Revised on 12-14-2021
| POSITION TITLE | STATUS         |
|               |               |
| Uniformed Patrol Officer | Full time – Non Exempt |
| REPORTS TO     | Salary Range: |
| Patrol Sergeant | Per CBA       |
| SUPERVISES     | Minimum Education: |
| N/A            | H.S. Diploma/GED |

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Revised on 12-14-2021
### POSITION TITLE
Canine Officer

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<tr>
<th>REPORTS TO</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Investigative Sergeant</td>
<td>Salary Range:</td>
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<td>Per CBA</td>
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<td>N/A</td>
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**PURPOSE:**
Under the direct supervision of the Sergeant, the primary responsibility of all Uniform Patrol Officers is to protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment. The Canine Patrol Officer is tasked with many other duties to include tracking suspects, locating lost property or evidence, conducting public speaking engagements, ongoing training and crowd control.

**SCOPE:**
Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
As the essential job functions of their positions, all Patrol Officers, including the canine officer, of Colerain Police Department must perform each of the following tasks:

- Being familiar with his/her area of assignment, giving particular attention to high frequency crime locations and known trouble spots so that he/she may assist in the prevention of crime, not just the making of criminal arrests.
- Taking appropriate action regarding wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, AWOL military personnel, and crimes in progress to ensure suppression of crime and increased overall safety of the community.
- Utilize highly-visible patrol techniques.
- Conducting daily inspections of open businesses such as convenient stores, banks, retail stores, and service stations to create a visual deterrent to prevent crime.
- Ensuring that businesses are secure at all times, immediately summoning aid to search the premises when evidence of tampering or entry is found, and apprehending any trespassers.
- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully completing field interrogation cards.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Noting and recording the license number and description of vehicles under questionable circumstances, querying individuals through RCIC, LEADS, and NCIC for wants and warrants, where appropriate, and taking appropriate action when necessary.
- Providing assistance to citizens in a professional and courteous manner when answering radio calls or when summoned on the street.
- Observing liquor-permit establishments routinely for violations and criminal activities, taking appropriate legal action when necessary to ensure compliance with state laws.
- Prioritize and promptly respond in a safe manner to all dispatched calls in the Township and requests for assistance from other jurisdictions to ensure that:
  a. The investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure; and
b. Miscellaneous calls for service are handled in a professional and timely manner, e.g., assisting motorists in “lockout” situations, pushing vehicles out of traffic, assisting stranded motorists with mechanical difficulties, investigating and arranging for removal of disabled and abandoned autos along the roadways, etc.

- Conduct preliminary investigations at the scene of incidents to which the officer is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Handle missing person and missing child investigations in a complete and timely manner to ensure compliance with Department policy, state and federal law.
- Thoroughly investigate traffic accidents, complete accurate and neat reports, and provide any services necessary such as minor first aid, tow service, and traffic direction to alleviate hazardous road conditions.
- Promptly, and with empathy, notify next-of-kin of deceased, seriously ill, or seriously injured persons.
- Immediately take control of crime scene and preserve evidence, secure witnesses to the crime, interview witnesses, obtaining complete information, including written statements when appropriate, process the scene by developing and lifting latent fingerprints, collect other forensic evidence using the most current techniques, and maintain complete and accurate logs.
  a. Assume duties such as preliminary investigation of a crime scene when investigative personnel are not needed or immediately available, properly and legally collect evidence to establish probable cause, prepare and serve search warrants.
- Properly collect, prepare and submit all evidence and property to its proper collection point/area to include accurate and complete forms, to ensure the legally-mandated chain of custody, while protecting the integrity of the evidence.
- As soon as practicable, secure the perimeter in fire scenes, assist with hazardous material spills, and otherwise assist fire department personnel at the scene of an emergency to enhance operational efficiency.
- Act within the use of force continuum when defending oneself and others from physical assault.
- Initiate legal arrests, both misdemeanor and felony, to include the investigation, interviews of arrestee, properly and completely filling out the necessary paperwork as required by Department policy or state guidelines.
- Transport all prisoners within established guidelines, being vigilant to prisoner’s rights under local, state, and federal guidelines.
- Serve outstanding subpoenas or warrants as required.
- Perform crowd control at parades, festivals, labor disputes, riots and other events maintaining a professional image to ensure the safety of persons and property.
- Be sensitive to the conduct of juveniles and the existence of hazards affecting them in order to participate in the delinquency control effort of the Department.
- Immediately brief the Chief of Police or his/her designee on important matters.
- Complete all special projects, assignments and investigations as assigned.
- Assist in the execution of the Department’s programs for:
  a. Improving efficiency and cooperation in areas of common responsibility.
**POSITION TITLE**
Canine Officer

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Investigative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

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b. Advancing the public relations program for promoting public confidence and support; and
c. Proper and economical use of Department property and equipment.

- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities or police hazards on a daily basis to ensure officer safety and enhance job performance.
  
  a. Review records and reports daily to obtain information regarding incidents, wanted suspects, stolen vehicles, missing persons, and other items necessary to ensure safety of Township residents and businesses.
  
  b. Review offense reports and supplementary report on a daily basis to determine crimes committed, crime patterns, and modus operandi used in these crimes in order to recognize developing crime patterns and take appropriate action to prevent or solve crimes.
  
  c. Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.

- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and police vehicles per Department standards and alert supervisors of any deficiencies.

- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.

- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.

- Professionally and courteously deal with the news media, including determining the access of news media representatives to the scene of major fires, natural disasters, perimeters of crime scenes, or other catastrophic events, reflecting a positive image of the Township when possible.

- Perform all duties in a professional, accurate, and timely manner.

- Conduct oneself in accordance with high ethical standards, both on and off duty.

- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.

- Be available for duty at all times in case of special needs or emergencies.

- Work scheduled hours, arriving promptly for duty when scheduled.

- Maintain acceptable standards of conduct.

- Follow the direction of supervisors.

- Refrain from abusive and threatening conduct toward co-workers.

- Maintain the confidence and trust of peers, superiors and general citizenry.

- Self-disciplined, self-motivated and work independently of direct supervision.

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**CRITICAL SKILLS / EXPERTISE:**

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

- Ability to read and interpret documents such as safety rules, operating and maintenance

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Revised on 12-14-2021
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- Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification. Canine officers are required to complete an OPOTA certified canine training program before working as a canine officer.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend one-self and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**

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time as needed.
The Public Safety Administrative Assistant performs a wide variety of administrative and fiscal day-to-day tasks and operations in order to assist in the success of the Police Department, Fire Department, and Finance.

Under the general supervision of the Chief of Police, the Administrative Assistant performs a wide variety of administrative, secretarial, fiscal, and clerical activities related to the day-to-day operation of the police, fire, and finance departments. This position will work closely with staff of all three of these departments.

May include, but not limited to the following:

- Perform written communication assignments for the Police and Fire Chief, with a moderate degree of speed and accuracy, making corrections for spelling, grammar, punctuation, and format errors. Fact checking and proofreading of same completed by staff.
- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, press releases, ceremonies, notices, articles, and other materials requested by the Chief, and others authorized by the Chief. Maintain police and fire department administrative files.
- Compile information necessary to prepare reports and summaries requested by the Chief.
- Handle telephone and in person inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Assist Police Clerks by answering incoming telephones and routing calls to appropriate employees in a courteous and professional manner, and greeting public inquiries.
- Perform miscellaneous assignments as directed by the Chief.
- Attend meetings and staff meetings as required by Chief and represent the department in a professional manner.
- Provide clerical support to members of the fire and police department as needed.
- RCIC, LEADS, and NCIC terminal operator, assist in entering and maintaining warrants and records of police department.
- Maintain, update, and file department inventory.
- Maintain and order office supplies.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation. Back up civilian staff as needed.
- Maintain Compensatory time files, postings, rebuilding files annually, biannual (police) and annual (fire) cash in.
- Maintain DEA DAG orders – submission, annual filing and audits.
- Police department grant filing reporting and submissions – ODJ Vest Grants, state vest grants and other grants.
- ODJ Invoicing and Audits – FBI, DEA & US Marshal.
- Payroll Posting, Billing and Audit for contracts with outside agencies and businesses.
- Police and fire posting, billing and audit of QRT Grant.
**POSITION TITLE**  
Public Safety Administrative Assistant

**STATUS**  
Full time – Non Exempt

**REPORTS TO**  
Chief of Police

**Salary Range:**  
$42,500 - $63,000

**SUPERVISES**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

- Wage Changes for Public Safety personnel.
- Tow Lot monthly Reconciliation and reporting, payment to tow companies.
- Rental billing and reconciliation (YWCA).
- Maintain Police Department Rosters/Squads/Anniversaries/Telephone Directories.
- Scan records to Onbase for personnel files.
- Provide CALEA proofs to manager, control receipts to CALEA standards.
- Document storage and destruction of records, public records requests and redactions.
- Maintain police department covert plates records.
- Critical Incident Response Team and Missing Persons Team Squad Scribe.
- Create employee payouts for terminated/resigned/retired public safety employees.
- Fingerprint/BCI/FBI for Public Safety related training, courses and fireworks event staff.
- Plan, organize, process and manage, township financial records all facets consistent with township policy, collective bargaining agreements and Ohio Revised Code.
- Develop ideas and proposals that improve production, organizational performance, or result in cost or timesaving for the department.
- Prepares periodic financial, statistical or operational reports as assigned.
- Responsible for organization and accuracy of major department record files including personnel, payroll, emergency incident reports, and department expenditures.
- Assigns internal purchase orders, processes purchase requests and performs all aspects of invoice review prior to fiscal officer’s payment to vendors. Resolves billing discrepancies with vendors. Reviews requests for travel reimbursement from employees. Approves vendors for use by department personnel in certain areas of operation.
- Provides monthly appropriation status reports to staff officers. Requests appropriation and income information from fiscal officer. Reconciles department financial information with fiscal officer’s information. Works with fiscal officer’s staff to resolve discrepancies. Prepares appropriation transfers when needed.
- Assists the Fire and Police Chief with the preparation of the preliminary, temporary, and permanent appropriations budgets.
- Processes all employee payroll information including shift logs, training, special duty and extra pay situations. Responsible for final accuracy and approval of payroll before processing by fiscal officer. Resolves payroll problems and discrepancies for employees. Responsible for pay rate changes for all employees including implementation of contract step rates. Prepares pay journals and pay rate change requests for Fire Chief for Board meetings.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
**POSITION TITLE**  
Public Safety Administrative Assistant

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<tr>
<th>STATUS</th>
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<tbody>
<tr>
<td>REPORTS TO</td>
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<tr>
<td>Salary Range</td>
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<td>SUPERVISES</td>
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<td>Minimum Education</td>
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High school diploma or GED equivalent, and at least two years’ office experience to include use of word processing software.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear.
- The employee frequently is required to stand and walk.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

**WORK ENVIRONMENT:**

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

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
The Civilian Supervisor performs a wide variety of administrative tasks to support the day-to-day operation.

Under the general supervision of a lieutenant and the Chief of Police, the Civilian Supervisor performs a wide variety of administrative, secretarial and clerical activities related to the day-to-day operation of the Colerain Police Department. The civilian supervisor is also tasked with the general supervision of the civilian employees to include conducting evaluations, providing guidance and scheduling.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Serves as the missing persons scribe.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Provide supervision to civilian employees to include conducting evaluations and scheduling.
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<tr>
<td>Support Services Sergeant</td>
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<th>SUPERVISIONS</th>
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<tr>
<td>Clerks, Accreditation Mngr., Impound Lot Clerk</td>
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**CRITICAL SKILLS / EXPERTISE:**

- Requires strength in inter-personal skills as well as the ability to work independently. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- At least two years of office experience to include use of word processing software, ECLEAR, RCIC, LEADS and NCIC operator.
- High school diploma or equivalent.

**PHYSICAL & MENTAL REQUIREMENT:**

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- In accordance with hours scheduled by the Chief of Police. It is the employee's obligation to have regular and predictable attendance.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Employee will use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

**WORK ENVIRONMENT:**

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

**EMPLOYEE ACKNOWLEDGEMENT:**

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description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
**PURPOSE:**

The position of the Accreditation Manager reports directly to the Administrative Sergeant and will be responsible for performing analytical and administrative work with minimal supervision.

**SCOPE:**

Emphasis is on planning and coordinating accreditation activities assigned by the Chief of Police. The Accreditation Manager will be encouraged to make independent judgments and decisions based on analytical and innovative thinking. Performance in this job is through conferences, reports, analyses, methodology, and levels of success accomplishing the accreditation goals of the Colerain Police Department.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

In addition to the requirements of a police clerk, the Accreditation manager must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform miscellaneous assignments as directed by the Chief of Police.

**CRITICAL SKILLS / EXPERTISE:**

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals,
Technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to operate a personal computer, including applicable word processing, spreadsheet and database software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
A valid state driver’s license. Must be bondable. High school diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- 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 with disabilities to perform the essential functions.

WORK ENVIRONMENT:
- The work environment characteristics described here are representative of those an employee encounters while performing the essentials functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job

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<table>
<thead>
<tr>
<th>POSITION TITLE</th>
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<td>Accreditation Manager</td>
<td>Full time – Non Exempt</td>
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<tr>
<th>REPORTS TO</th>
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<tr>
<td>Support Services Sergeant</td>
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description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

Revised on 12-14-2021
POSITION TITLE
Property Room Manager

STATUS
Full time – Non Exempt

REPORTS TO
Support Services Sergeant

Salary Range:
$33,000 - $50,000

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
Under the general supervision the Civilian Supervisor and Support Services Commander, primary responsibility of the Property Room Manager is to oversee the property operations to include intake, transfer and release of property, conduct inspections of the property room as directed and provide customer service to those seeking the release of their property.

SCOPE:
Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

ESSENTIALS ROLES & RESPONSIBILITIES:
The Property Room Manager must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Sort, separate, copy and route the various types of reports and other documentation submitted by police officers daily.
- Track all property under the Department’s control.
- Enter data of all property activity into the in-house computer system.
- Maintain department records in an orderly manner.
- Inspect every piece of submitted property to ensure proper labeling and packaging.
- Safeguard any found property.
- Locate, retrieve, copy and disseminate records upon request.
- Inspect the property room on a daily basis, prepare inspection reports.
- Retrieve statistical data from the department’s in-house computer system for administrative reporting and analysis.
- Assist the citizens by answering phone calls and assisting with personal inquiries.
- Purchase office and property room supplies when necessary.
- Release property to the owner after all legal requirements have been met.
- Responsible to retain records relating to the police department accreditation effort.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference,

Revised on 12-14-2021
and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

High school diploma or equivalent and at least two years’ office experience to include use of word processing software. A valid state driver’s license. Must be bondable. The Property Room Manager must successfully complete the State of Ohio Property Management course.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME
**POSITION TITLE**  
Police Clerk

**STATUS**  
Full time – Non Exempt

**REPORTS TO**  
Support Services Sergeant

**Salary Range:**  
$33,000 - $50,000

**SUPERVISES**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

**PURPOSE:**
Under the general supervision of a sergeant and the Chief of Police, the Police Clerk performs a wide variety of administrative tasks.

**SCOPE:**
Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of

Revised on 12-14-2021
**POSITION TITLE**  
Police Clerk  

**STATUS**  
Full time – Non Exempt  

**REPORTS TO**  
Support Services Sergeant  

**Salary Range:**  
$33,000 - $50,000  

**SUPERVISES**  
N/A  

**Minimum Education:**  
H.S. Diploma/GED  

Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

High school diploma or equivalent. A valid state driver’s license. Must be bondable.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

**EMPLOYEE ACKNOWLEDGEMENT:**

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**SIGNATURE**  

**PRINTED NAME**  

Revised on 12-14-2021
PURPOSE:
Under the direct supervision of the Administrative Sergeant, the primary responsibility of all School Safety Officer is to provide a safe school environment, free from crime, drug abuse, and violence.

SCOPE:
Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBILITIES:
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a School Safety Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The primary function of the School Safety Officer (SSO) is to provide physical security in the school.
- Provide necessary safety services in and around school property, while providing protection of the school staff, students, and property.
- Have primary accountability to the Administrative Sergeant.
- Maintain a working relationship with all Department personnel, especially personnel in which their schools are located.
- Thoroughly investigate all incidents coming to his/her attention and make appropriate reports.
- Create a readable copy of all such reports to be made and forwarded to supervision for review.
- Keep the Administrative Sergeant thoroughly advised of all incidents coming to the SSO’s attention. Extraordinary incidents are to be immediately reported.
- Perform other safety-related duties as directed by the police department and/or school administration.
- Prioritize and promptly respond in a safe manner to dispatched calls related to the schools to ensure that the investigation of any complaint is conducted in a thorough manner, using approved techniques to expedite adjudication or closure.
- Conduct preliminary investigations at the scene of incidents to which he/she is summoned or observes, determining what, if any, crime has been committed, taking appropriate actions to ensure the mission of the Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:
- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance

Revised on 12-14-2021
**POSITION TITLE**  
School Safety Officer

**STATUS**  
Part time – Non Exempt

**REPORTS TO**  
Administrative Sergeant

**Salary Range:**  
$33/hour

**SUPERVISERS**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

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instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification and eligible for certification or a qualified, retired law enforcement officer as defined in “The Law Enforcement Officers’ Safety Act”.

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**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

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**EMPLOYEE ACKNOWLEDGEMENT:**

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time as needed.
Under the general supervision of a sergeant and the Chief of Police, the Police Clerk performs a wide variety of administrative tasks.

Administrative, secretarial and clerical activities related to the day-to-day operation of the police department.

A police clerk must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare correspondence, reports, statistical data, meeting minutes, memoranda, surveys, presentations, ceremonies, notices, articles, purchase orders, and other materials requested by the Chief of Police, and others authorized by the Chief.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- Handle telephone inquiries related to job duties in a courteous and professional manner to ensure the caller is confident his/her questions or concerns have been properly addressed.
- Maintain and order Department supplies when requested.
- File and perform other clerical duties at the discretion of the Chief of Police.
- Answer incoming telephones and rout calls to appropriate employees in a courteous and professional manner.
- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the police department as needed.
- Perform all job duties in an accurate, professional, and timely manner.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
**POSITION TITLE**  
Police Clerk (PT)  

**STATUS**  
Part time – Non Exempt  

**REPORTS TO**  
Support Services Sergeant  

**Salary Range:**  
$11/hour - $15/hour  

**SUPERVISES**  
N/A  

**Minimum Education:**  
H.S. Diploma/GED  

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Police.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**  
High school diploma or equivalent. A valid state driver’s license. Must be bondable.

**PHYSICAL & MENTAL REQUIREMENT:**  
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

**WORK ENVIRONMENT:**  
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<tbody>
<tr>
<td>Public Information Officer</td>
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**REPORTS TO**
Police Chief

**SUPERVISES**
N/A

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<tr>
<th>Salary Range:</th>
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**PURPOSE:**
Under the direct supervision of the Chief of Police (administratively), the primary responsibility of the Public Information Officer is to act as a liaison between the Colerain Police Department and the media.

**SCOPE:**
The Public Information Officer will continually build and maintain an attitude of cooperation and mutual respect between the department, citizens, and the media.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
The Public Information Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The hours of duty shall be varied, the PIO shall be available for emergency duty in cases of special need.
- Shall respond punctually to all assignments.
- Shall promptly obey and transmit all legitimate orders, insuring uniform interpretation and full compliance.
- Shall ensure the prompt submission of all required and special reports.
- Shall assist in enforcing the administration of the Department’s programs for:
  - Developing positive programs to bring about a better understanding and improved cooperation with the community.
  - Developing policies and procedures as related to the police community relations and media relations for the Department.
  - Participating directly in the development of positive media relations within all outside police agencies.
  - Developing programs for inclusion in in-service training programs.
  - Develop and promote recruitment programs.
- Shall act as the official Police Department spokesperson.
- Shall represent the Police Department at public events/funerals.
- Shall coordinate the activities of the Department in furnishing necessary speakers and personnel to provide media interviews.
- Shall conduct periodic meetings with media outlets and solicit improvements to the Police Department’s media relations plan.
- Shall cooperate with all news media and media committees in presenting the police function to the public in its true perspective.
- Shall work to promote the Department through the dissemination of information within the Department and the community.
- Shall monitor and administrate Police Department social media sites along with the social media officer.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

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**CRITICAL SKILLS / EXPERTISE:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- The PIO must participate in the Police Department annual “in-service” training.
- Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership and communication skills. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public and police officers.
- Must have ability to defend self. Employee may rarely become involved in physical confrontation up to and including life-threatening situations.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

High School diploma or equivalent. They shall possess a valid driver's license and must be bondable.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

**WORK ENVIRONMENT:**

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

**EMPLOYEE ACKNOWLEDGEMENT:**

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<td>Minimum Education:</td>
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<tr>
<td>N/A</td>
<td>H.S Diploma/GED</td>
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</table>
**PURPOSE:**

This position has multiple areas of responsibility: to insure that the Township Parks System and Road Infrastructure is operated efficiently and effectively; to insure that the Township’s Special Events are organized and coordinated as directed by the Board of Trustees; to insure the Government Complex is maintained and operated efficiently and effectively; and to insure that all Township roadways, stormwater infrastructure, and related items are properly maintained.

**SCOPE:**

The Director of Public Services must insure that Township properties (including cemeteries, roadways, and other public properties not under the control of other specific department heads) are maintained properly.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Oversee the Parks Division, Roads Division, and Events Coordinator. This will include the responsibility for scheduling, evaluating and disciplining.
- Directly oversees the maintenance of roads, including all snow and ice removal and other road improvements that will enhance the safety and welfare of the traveling public on Township roads.
- Serve as individual responsible for insuring the township property under his/her control is maintained and improvements are made in a timely manner, including but not limited to the following tasks: ordering supplies and equipment, capital improvements - initiation and updating, and financial responsibilities associated with above.
- Maintain Colerain Township Historical Cemeteries.
- In the absence of a facility manager, serve as facility manager for the government complex.
- Organize and coordinate in-house cleaning and/or contractual janitorial services.
- Oversee the preventative maintenance and repairs for the mechanical systems, including HVAC, plumbing and electrical.
- Coordinate with landscaper for grounds care and maintenance.
- Ensure department employees and special events comply with all applicable safety standards.
- Serve as Township’s representative for township facility improvements not under the control of specific department heads.
- Work closely with the development of the projects, including property acquisition, insuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the township and the agencies involved with property development projects.
- Update the Township Administrator and the Board of Trustees on the progress of Township projects.
- Evaluate the necessity and accuracy of change orders for Township projects.
- Act as liaison with the groups and agencies contracting and volunteering to assist in various Township events.
- Assist Township departments with the coordination of events (i.e. parking and traffic control).
- Prepare with the assistance of the Township Administrator, appropriate financial

Revised on 12-14-2021
**POSITION TITLE**
Director of Public Services

**STATUS**
Full time - Exempt

**REPORTS TO**
Assistant Township Administrator

**Salary Range:**
$76,125 - $99,500

**SUPERVISES**
Supervisor Foreman, Events Coordinator, Facility Manager

**Minimum Education:**
Bachelor’s Degree

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Information relative to events.

- Participate in budget process; prepare department budget for inclusion in township budget; track expenditures to assure all are within budget.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all are initiatives are completed and goals are met.
- Coordinate annual township service activities such as The Recycle Day and Christmas Tree Recycling Program.
- Oversee ADA compliance of township buildings and parks.
- Coordinate with contractors and other governmental entities for the improvement of road infrastructure, stormwater infrastructure, and other related infrastructure.
- Apply for and secure grant funding for projects.
- Other duties as directed to insure proper and efficient operations of the Colerain Township Public Services Department.

**CRITICAL SKILLS / EXPERTISE:**

- Ability to establish and maintain cordial and effective working relationships with staff (in a union environment) and other employees, township officials, civic groups, and the general public.
- Broad working knowledge of the principals, practices and techniques of recreation programs and park operations.
- Broad working knowledge of the principals, practices and techniques of road management and stormwater infrastructure maintenance.
- Ability to manage governmental facilities including HVAC maintenance.
- Ability to organize special events and supervise overall coordination of the events.
- Ability to communicate succinctly and effectively.
- Ability to prepare and oversee departmental budgets.
- Able to apply for and administer grants to expand parks and special events.
- Ability to manage employees in supervisory capacity.
- Ability to oversee ADA compliance of township buildings and parks.
- Ability to be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

A bachelor’s degree in Parks and Recreation, public administration, or a related field and five years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management. At least two years of supervisory experience and program management experience. Must have experience which demonstrates an understanding of basic budgeting and fund accounting. Must possess a valid Driver’s License.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision.

Revised on 12-14-2021
and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

**WORK ENVIRONMENT:**

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

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**POSITION TITLE**
Event Coordinator

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Director of Public Services

**Salary Range:**
$42,000 - $62,000

**SUPERVISES**
Event Set-Up Workers; Summer Camp Director

**Minimum Education:**
Associate’s Degree

---

**PURPOSE:**
The Event Coordinator will develop, manage, promote and implement activities, classes, services and events for individuals and groups under the supervision of the Director of Public Services.

**SCOPE:**
The Event Coordinator will perform all duties in a positive and professional manner, providing smooth operation of the Community Center while promoting a warm and welcoming atmosphere. The Coordinator will be expected to supervise special events as directed outside of the normal weekday schedule as needed.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- **Programming:**
  a) Develop, manage, promote, and implement a variety of activities, classes, services and events.
  b) Attends, leads and supervises programming, while assessing the needs and interests of the community.
  c) Provide appropriate and safe leisure/lifestyle choice opportunities, new program ideas, and administer within guidelines.
  d) Budget, schedule, manage performance of vendor contracts/ staff/ sponsors/ speakers associated with programs, and procurement of supplies.
  e) Oversee and recruit program volunteers.
  f) Research available funding and sponsorship and serve as the community liaison by arranging cooperative programming initiatives, meetings, reports and presentations.

- **Marketing:**
  a) Submit to Director for approval all press releases, flyers, inserts, class descriptions, newsletters and program calendars.
  b) Post information on social media and website.
  c) Donation and sponsor recruitment.
  d) Showcase, display, and actively promote the Community Center, Parks, and Shelters.

- **Reception/Administrative:**
  a) Serve as the first line of interaction with clients, volunteers, visitors, and vendors via phone and email.
  b) Provide program tours to potential and new clients.
  c) Conduct introductions/orientation and assists with client registration, appointments, memberships, and ticket sales.

- **Building Supervision:**
  a) Monitors the facility, equipment, and supplies.
  b) Enforces a safe, clean, and appropriate environment.
  c) Coordinates scheduling, building security, and clean up while cooperatively working with attendants for setups.

**CRITICAL SKILLS / EXPERTISE:**
- Experience in working with a variety of age groups.
- Knowledge in a variety of programs.
- Enthusiastic, confident and creative.
- Excellent organizational skills and detail-oriented.

Revised on 12-14-2021
**POSITION TITLE**
Event Coordinator

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Director of Public Services

**Salary Range:**
$42,000 - $62,000

**SUPERVISES**
Event Set-Up Workers; Summer Camp Director

**Minimum Education:**
Associate’s Degree

- Strong oral and written communication skills.
- Computer skills required which may include My Senior Center, the Microsoft Office Suite, and social media platforms.
- Computer skills desired include Illustrator/Photoshop/Savvy.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
An associate’s degree with the ability to obtain CPR and AED certification. Bachelor’s degree preferred. Must possess a valid Driver’s License.

**PHYSICAL & MENTAL REQUIREMENT:**
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

**EMPLOYEE ACKNOWLEDGEMENT:**
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**SIGNATURE**

**PRINTED NAME**
### POSITION TITLE
Facility Manager

### STATUS
Full time – Non Exempt

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<tr>
<th>REPORTS TO</th>
<th>Status</th>
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<td>Director of Public Services</td>
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<td>$50,750 - $71,000</td>
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**PURPOSE:**

This position will be responsible for ensuring that basic facilities and related utilities, such as water, electrical, mechanical, and heating, are well-maintained and properly serviced. In addition, this role will fill any identified gaps in long term facility planning and building capital improvements for the Township.

**SCOPE:**

The person in this position must work collaboratively with each department head or their designee in completing the aforementioned responsibilities where applicable. The Facility Manager is responsible for managing the design, planning, construction and maintenance of equipment, machinery, buildings and other facilities. The position plans, budgets and schedules facility modifications, including estimates on equipment, labor materials and other related costs. This position will be responsible for all Township facilities including: 4160 Springdale Road, 4200 Springdale Road, 4300 Springdale Road, all Fire Stations, Training Center, and Fire Tower.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include all duties but not limited to:

- Oversee the preventative maintenance and repairs for critical building systems, including:
  - Pest Control
  - Elevator
  - Generators
  - Boilers
  - Backflow preventers in buildings
  - Building equipped fire suppression equipment (e.g., kitchen hoods, sprinkler systems, fire extinguishers, etc.)
  - Irrigation
  - HVAC
  - Roofs
  - Facades
  - Gutters
  - Others
- Serves as the direct point of contact for all facility work orders, and performs minor repairs to electrical, plumbing, and HVAC equipment as required.
- Serves as Township’s representative for facility improvements not under the control of specific department heads.
- Oversees the coordination of building space allocation and layout, communication services, and facility expansion.
- Plans, budgets and schedules facility modifications.
- Inspects construction and installation progress on facility related projects.
- Initiates planned maintenance programs for a variety of building systems.
- Responsible for developing and administering the facilities master plan, this will include a condition assessment of all major building components and structures.
- Develops and administers various preventative maintenance, emergency repair, and general trades contracts on behalf of the Township.
- Reviews the building security for all Township facilities and works closely with the IT

Revised on 12-14-2021
Position Title: Facility Manager

Status: Full time – Non Exempt

Reports To: Director of Public Services

Salary Range: $50,750 - $71,000

Minimum Education: H.S. Diploma/GED

Director to ensure that personnel are provided with proper key access.

- Ensures that facilities meet government regulations and environmental, health and security standards.
- Drafts reports and makes written recommendations on enhancements to existing facilities, including energy efficiency projects.
- Other duties as assigned.

Critical Skills / Expertise:

- Ability to manage multiple governmental facilities.
- Ability to respond to on-call emergencies and perform basic repair.
- Ability to develop and maintain effective working relationships with associates and various other subject matter experts.
- Ability and willingness to perform physical labor and work under occasional adverse weather conditions.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to demonstrate attention to detail but also the ability to see the implications for the bigger picture.
- General knowledge of and the ability to perform minor repairs on the structure and functions of mechanical, plumbing, HVAC, and electrical systems.
- Knowledge of building maintenance methods.
- Knowledge of public procurement processes, including competitive bidding.
- Skill in project management.
- Skill in contract management and administration.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Skill and care in the operation of tools used.

Education, Licensing & Certification Requirement:

A valid state issued driver’s License. A Certified Facility Manager (CFM) preferred. Certifications in skilled trades, such as HVAC, electrical, plumbing, etc. are preferred.

Physical & Mental Requirement:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.
- The employee must be able to be on call 24 hours per day for building emergencies and
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<tr>
<td>Facility Manager</td>
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to work at other than regular hours when needed to perform the duties of the position.

**WORK ENVIRONMENT:**

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**EMPLOYEE ACKNOWLEDGEMENT:**

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**SIGNATURE**

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**PRINTED NAME**

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**PURPOSE:**

The Supervisor Foreman is responsible for all phases of the Public Services operations including highway, parks, building, grounds, and cemetery maintenance.

**SCOPE:**

Supervisor Foreman initiates and plans for day to day operations by reviewing work assignments, arranging acquisitions and disposition of necessary materials and equipment, and providing general directions and supervision to the work in progress. Handles employee problems, attendance control, evaluation of work performance and cost. The scope of work, responsibility, and work assignment will be Township wide and assignments may be located at any Township facility or project under the jurisdiction of the director, temporarily or permanently.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include all duties but not limited to:

- Organization and Completion of reports.
- Maintaining of records and similar supervisory responsibilities assigned by the Director.
- Assists in developing recommendations for annual work program.
- Review daily work reports from subordinates for completeness and accuracy.
- Performs all work related to the Public Services Department.
- Substitutes for the Director in his/her absence.
- Snow removal.
- Salt and plow streets and properties.
- Mow grass.
- Plow and shape ice rink.
- Rake leaves.
- Clean catch basins.
- Install street signs.
- Guard rails.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash window.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.
- Inspection.

Revised on 12-14-2021
POSITION TITLE
Supervisor Foreman

STATUS
Full time – Non Exempt

REPORTS TO
Director of Public Services

Salary Range:
Per CBA

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

CRITICAL SKILLS / EXPERTISE:

- Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
- Ability to make minor repairs on automotive and motor-driven equipment.
- Good physical condition with no serious defect of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.

LICENSING & CERTIFICATION REQUIREMENT:

- High School Graduate or equivalent. A valid Commercial Driver’s License (CDL).
- Good working knowledge of operations, responsibilities and policies of the Public Services Department. Ability to plan, organize, and supervise. Able to operate a 3-ton dump truck and related snow equipment, loaders, mowers etc. used in the Public Services Department. To be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

WORK ENVIRONMENT:

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

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE

PRINTED NAME

Revised on 12-14-2021
The Maintenance Worker is responsible for performing skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, and senior center.

Maintenance of Township roads, grounds and internal buildings.

May include all duties but not limited to:

- Repairing streets and curbs.
- Repairing catch basins and sewers by operating jackhammer, compactors, front end loader, roller, crack filling machine, sealing cracks.
- Painting traffic lines.
- Install drain tiles.
- Shape ditches.
- Operates:
  a) Dump truck
  b) Wheeled tractors
  c) Backhoe
  d) Street sweeper
  e) Air compressor
  f) Pneumatic tools
  g) Brush clipper
  h) Fork lift
  i) Aerial platform
  j) Portable bituminous mixing plant
  k) Bituminous distributor
  l) Mixer
  m) Roller
  n) Seeder
- Snow removal.
- Salt and plow streets and properties.
- Mow grass.
- Plow and shape ice rink.
- Rake leaves.
- Clean catch basins.
- Install street signs.
- Guard rails.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash windows.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
POSITION TITLE
Maintenance Worker

STATUS
Full time – Non Exempt

REPORTS TO
Director of Public Services

Salary Range:
Per CBA

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

• Replace light bulbs and repair fixtures.
• Minor repairs to heating and cooling systems.
• Mops and waxes floors.
• Clean rest rooms.
• Pick up litter.
• Work in parks.

CRITICAL SKILLS / EXPERTISE:
• Thorough knowledge of state laws pertaining to the operation of motor vehicles upon highways.
• Ability to make minor repairs on automotive and motor-driven equipment.
• Good physical condition with no serious defect of vision, hearing, or members.
• Skill and care in the operating of motor vehicles.
• Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
• Ability to develop and maintain effective working relationships with associates.
• Ability and willingness to perform heavy physical labor for extended periods of time.
• Ability to work under occasionally adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
• A valid Commercial Driver’s License (CDL). Six months experience in the operation of a 3 ton truck. To be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENT:
• While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

EMPLOYEE ACKNOWLEDGEMENT:
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SIGNATURE

PRINTED NAME

Revised on 12-14-2021
**POSITION TITLE**

Bus Driver

**STATUS**

Part time – Non Exempt

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**REPORTS TO**

Director of Public Services

**Salary Range:**

$15/hour

**SUPERVISES**

N/A

**Minimum Education:**

H.S. Diploma/GED

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**PURPOSE:**

In cooperation with and direction from the Public Services Director, maintain and promote the operations and programs of the Colerain Township Senior and Community Center program in order to meet the needs and desires of the senior population of the community.

---

**SCOPE:**

In cooperation with the Public Services Director, maintain and promote a safe, positive service for the clients using the Colerain Township Transportation program. The Transportation Driver will exhibit a warm, caring attitude toward the senior population.

---

**ESSENTIALS ROLES & RESPONSIBILITIES:**

May include all duties but not limited to:

- Responsible for the safe, comfortable passage of clients/participants for nutrition site (Center), medical, shopping and special event trips as needed.
- Responsible for maintaining a daily log of participants as well as monthly records as required by CTSC program, Council on Aging and the Colerain Township Trustees.
- Responsible for the good mechanical condition of the vehicle, the Transportation Driver will set up a maintenance schedule that will include but not be limited to the following: tune-ups, oil changes, tire maintenance, other preventative maintenance, including routine cleaning of the vehicle. The above maintenance checks require the approval of the Public Services Director before work is procured.
- Responsible for the safety of the passengers while exercising sensitivity to individual needs and abilities and to assist those participants who might require transfer.
- Exercise courteous driving habits as befits a public transportation driver while demonstrating sensitivity to public opinion.
- Observe all federal, state and local traffic laws.
- Perform all other duties and assignments as assigned by the Public Services Director.

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**CRITICAL SKILLS / EXPERTISE:**

- Ability to interact with the senior population in an easy, caring manner.
- Ability to understand and complete appropriate coordinating paperwork required by the program.
- Ability to assist/transfer those individuals that might require assistance when entering and exiting the vehicle.
- A valid Driver’s License.

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**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- A valid Driver’s License.

---

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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Revised on 12-14-2021
**POSITION TITLE**  
Bus Driver

**STATUS**  
Part time – Non Exempt

**REPORTS TO**  
Director of Public Services

**Salary Range:**  
$15/hour

**SUPERVISES**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

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**WORK ENVIRONMENT:**  
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**EMPLOYEE ACKNOWLEDGEMENT:**  
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**SIGNATURE**  

**PRINTED NAME**  

Revised on 12-14-2021
POSITION TITLE
Event Setup Worker

STATUS
Part time – Non Exempt

REPORTS TO
Director of Public Services

Salary Range:
$15/hour

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
The Event Setup Worker will be responsible for the general maintenance, setup, and cleanliness of the Community Center in order to facilitate the effective rental of the facility.

SCOPE:
The Event Setup Worker will perform all duties in a positive and professional manner, providing for the smooth operation of the Community Center.

ESSENTIAL ROLES & RESPONSIBILITIES:
May include, but not limited to the following:
- Clean and prepare Senior & Community Center building before and after facility rentals.
- Set-up and breakdown of all tables and chairs before and after functions.
- Supervise rentals, enforce general rules and regulations of the rental contracts.
- Keep facility clean throughout events, both inside and out, including but not limited to trash removal and pick up.
- Minor building and equipment maintenance.
- Additional duties include but are not limited to: minor landscaping, window cleaning, floor care, restroom cleaning, trash removal & pick-up inside and outside of facility.

CRITICAL SKILLS / EXPERTISE:
- Strong oral and written communication skills.
- Valid CPR and first aid certification, or the ability to obtain these certifications within probationary period.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
18 years or older. Previous experience with janitorial work preferred. Must possess a valid Driver’s License. High School diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENT:
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
PURPOSE:
The Seasonal Maintenance Worker is responsible for assisting full time staff in the performance of skilled maintenance at the Public Services Department garage and offices, police offices, Township parks, and senior center.

SCOPE:
Maintenance of Township grounds and internal buildings.

ESSENTIALS ROLES & RESPONSIBILITIES:
May include all duties but not limited to:

- Install drain tiles.
- Shape ditches.
- Operates:
  a) Dump truck
  b) Wheeled tractors
  c) Backhoe
  d) Street sweeper
  e) Air compressor
  f) Pneumatic tools
  g) Brush clipper
  h) Fork lift
  i) Aerial platform
  j) Portable bituminous mixing plant
  k) Bituminous distributor
  l) Mixer
  m) Roller
  n) Seeder
- Mow grass.
- Rake leaves.
- Install street signs.
- Trim trees.
- Operate chain saw, ax, topping shears, shovel, rake, weed sprayer.
- Sewer cleaner.
- Welding.
- Clean wax and paint equipment.
- Minor repairs to vehicles.
- Wash windows.
- Paint interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replace light bulbs and repair fixtures.
- Minor repairs to heating and cooling systems.
- Mops and waxes floors.
- Clean rest rooms.
- Pick up litter.
- Work in parks.

CRITICAL SKILLS /
- Ability to make minor repairs on automotive and motor-driven equipment.
POSITION TITLE
Seasonal Maintenance Worker

REPORTS TO
Director of Public Services

STATUS
Part time – Non Exempt (temp.)

Salary Range:
$11/hour - $15/hour

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

EXPERTISE:
• Good physical condition with no serious defect of vision, hearing, or members.
• Skill and care in the operating of motor vehicles.
• Knowledge of building grounds, and road maintenance methods, tools, materials, and supplies.
• Ability to develop and maintain effective working relationships with associates.
• Ability and willingness to perform heavy physical labor for extended periods of time.
• Ability to work under occasionally adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
• High school degree or equivalent.

PHYSICAL & MENTAL REQUIREMENT:
• While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

EMPLOYEE ACKNOWLEDGEMENT:
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SIGNATURE

PRINTED NAME

Revised on 12-14-2021
The Summer Camp Director is responsible for the development and coordination of the Township’s Park Youth Summer Camp Program.

Development and administration of activities associated with the summer camp program.

May include all duties but not limited to:

- Responsible for the hiring, managing and scheduling of the employees of the summer program.
- Responsible for all Colerain Park Summer Program activities, including, but not limited to, overseeing the organization of the daily activities, ordering supplies, taking safety precautions, parental contact, field trip planning and organization, organization and planning of events outside of the normal session hours (ex – Movies in the park) and scheduling staff members for such events.
- Works with children who have special needs such as physical disabilities, learning disabilities, Attention Deficit Disorder, English as a Second Language, and other special needs.
- Responsible for ensuring the safety of the children during the program with safety precautions such as the whistle system, signing children in and out and being able to react to severe weather situations.
- Makes recommendations for hiring of new counselors.
- Sets general rules & regulations for the program, maintains a consistent disciplinary plan, and works in the park on a daily basis alongside the counselors.
- Additional hours spent in non-program months throughout the year, especially in the spring, planning and organizing the upcoming season, which includes working with full-time staff in preparation. Reports weekly to full-time park staff.

CRITICAL SKILLS / EXPERTISE:

- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work well with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

PHYSICAL & MENTAL REQUIREMENT:

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Director - Summer Camp</td>
<td>Part time – Non Exempt (temp.)</td>
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<tr>
<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Event Coordinator</td>
<td>$15/hour - $17/hour</td>
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<tr>
<th>SUPERVISES</th>
<th>Minimum Education:</th>
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</thead>
<tbody>
<tr>
<td>Assistant Summer Camp Director; Summer Camp Counselors</td>
<td>H.S. Diploma/GED</td>
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</table>

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

EMPLOYEE ACKNOWLEDGEMENT: I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
PURPOSE:
The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township’s Park Youth Summer Camp Program.

SCOPE:
Development and administration of activities associated with the summer camp program.

ESSENTIALS ROLES & RESPONSIBILITIES:
May include all duties but not limited to:

• Assists in the management of the employees of the summer program.
• Assists Summer Camp Director with all Colerain Park Summer Program activities.
• Assists Director in overseeing the organization of the daily activities, including, but not limited to, ordering supplies, taking safety precautions, parental contact, field trip planning and organization.
• Assist the Director in the organization and planning of events outside of the normal session hours (ex – Movies in the park).
• Assist Director in maintaining a consistent disciplinary plan, working alongside the counselors during the daily sessions and assisting director in any other related program work.
• Close communication is to be maintained with the Director and in the absence of the Director, Assistant Director would temporarily take on the responsibilities of the Director as needed.

CRITICAL SKILLS / EXPERTISE:
• Ability to develop and maintain effective working relationships with associates.
• Ability and willingness to perform heavy physical labor for extended periods of time.
• Ability to work under occasionally adverse weather conditions.
• Ability to work with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
• High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
• At least 18 years of age, previous experience working with children preferred.
• Must be able to be CPR certified and pass a background check.

PHYSICAL & MENTAL REQUIREMENT:
• While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.
• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

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<table>
<thead>
<tr>
<th>POSITION TITLE</th>
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<tr>
<td>Assistant Director - Summer Camp</td>
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<tr>
<th>REPORTS TO</th>
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<td>Summer Camp Director</td>
<td>$12/hour - $14/hour</td>
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<th>SUPERVISES</th>
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<tr>
<td>N/A</td>
<td>H.S. Diploma/GED</td>
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I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
POSITION TITLE
Summer Camp Counselor

STATUS
Part time – Non Exempt (temp.)

REPORTS TO
Summer Camp Director

Salary Range:
$9/hour - $11/hour

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township’s Park Youth Summer Camp Program.

SCOPE:
Development and administration of activities associated with the summer camp program.

ESSENTIALS ROLES & RESPONSIBILITIES:
May include all duties but not limited to:

- Responsible for implementing, alongside the directors, all Colerain Park Summer Camp program activities.
- Supervision of children, including, but not limited to, ensuring the safety of all children, parental contact, and field trip supervision.
- Attendance and assistance in planning of events outside of the normal session hours (ex – Movies in the park).
- Enforces general rules & regulations for the program.
- Reports to the Summer Camp Director or Assistant Director.

CRITICAL SKILLS / EXPERTISE:
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to work with and communicate with children.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
- High school degree or equivalent, preference for those enrolled in a child-related education or recreation college program.
- At least 18 years of age, previous experience working with children preferred.
- Must be able to be CPR certified and pass a background check.

PHYSICAL & MENTAL REQUIREMENT:
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

EMPLOYEE ACKNOWLEDGEMENT:
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<thead>
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<tbody>
<tr>
<td>Summer Camp Counselor</td>
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<th>REPORTS TO</th>
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<tbody>
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<td>Summer Camp Director</td>
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<tr>
<td>N/A</td>
<td>H.S. Diploma/GED</td>
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</table>
**POSITION TITLE**  
Code Enforcement Specialist

**STATUS**  
Part time – Non Exempt

**REPORTS TO**  
Administrative Sergeant

**Salary Range:**  
$10/hour - $15/hour

**SUPERVISES**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

---

**PURPOSE:**  
The position of Code Enforcement Specialist reports directly to the Director of Planning and Zoning to assist in the daily work load with respect to inspections on nuisance enforcement issues. A heavy emphasis is placed on the inspection of tall grass and weeds nuisances.

**SCOPE:**  
Under the supervision of the Director of Planning and Zoning this position:

- Assists the Code Enforcement Officer with daily responsibilities;
- Proactively monitors the Township in an effort to identify potential code enforcement violations and enters potential violations into the Customer Service Request system;
- Works to ensure the public health, safety, and welfare of the community;
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form;
- Communicates clearly and regularly with the Director of Planning and Zoning in a professional and courteous manner.

**ESSENTIAL ROLES & RESPONSIBILITIES:**  
May include, but not limited to the following:

- Inspect the exterior of residential and non-residential property for conformance to minimum Township Code requirements.
- Enters potential code enforcement violations into the Township Customer Service Request system.
- Conduct field inspections and document violations.
- Work with property owners to achieve compliance on nuisance properties.
- Maintain complete and accurate records in all relevant systems of all complaints reported/reviewed, inspections completed, and violation cases investigated.
- Assist the Director of Planning and Zoning with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Complete other tasks as assigned.

**CRITICAL SKILLS / EXPERTISE:**  

- Knowledge of personal computers, oversized plotters, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite and ArcGIS. Require a valid operator’s permit.
- Exceptional customer service skills.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**  
A valid state driver’s license. High school diploma or GED equivalent. A bachelor’s degree in Urban Planning, Urban Studies, Geography, or related field is preferred.

**PHYSICAL & MENTAL REQUIREMENT:**  
The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, reaching for overhead files and occasionally lifting (must be able to list up to 25 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer.

**WORK ENVIRONMENT:**  
Work environment involves duties to be performed in an inside office setting and duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites.
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<tr>
<td>Code Enforcement Specialist</td>
<td>Part time – Non Exempt</td>
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<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Administrative Sergeant</td>
<td>Salary Range: $10/hour - $15/hour</td>
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<tbody>
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<td>H.S. Diploma/GED</td>
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</table>

buildings and properties.

Regular and predictable attendance as established by Administration.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**HOW TO APPLY:** You may apply and view current openings by visiting our employment opportunities webpage at www.colerain.org

Colerain Township is an EEO/ADA Employer
<table>
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<tr>
<th>POSITION TITLE</th>
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<tbody>
<tr>
<td>Communications Specialist</td>
<td>Full time – Exempt</td>
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<th>REPORTS TO</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Township Administrator</td>
<td>Salary Range: $50,000 - $70,000</td>
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<tr>
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<tr>
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<td>Bachelor’s Degree</td>
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**PURPOSE:**
Under direction of the Township Administrator, the Communications Manager will be primarily responsible for coordinating, managing, and producing content for all of the Township’s external communication platforms and will collaboratively work develop and disseminate internal communications.

**SCOPE:**
The Communications Manager will be responsible for enhancing the Township’s internal and external communication through the use of the Township’s e-newsletter, social media, and other media sources. This position requires a thorough knowledge of government operations and a background in data or communications.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Collaboratively works to develop and execute a Communications Plan for internal and external communications.
- Responsible for development of external communication regarding the Township’s overall message, brand, and various successes.
- Responsible for development of internal communication regarding the Township’s overall message, brand and various successes.
- Develops content for publishing in multiple mediums, including both print and electronic.
- Responsible for identifying ways to expand on the Township’s existing transparency initiatives and external facing platforms.
- Will serve as the social media content coordinator for the Township.
- Will be the lead crisis communications manager for the Township.
- Will assist the Public Information Officers for the Police and Fire Department, when necessary.
- Works with Department Heads to develop, post, and analyze new datasets and communication pieces.
- Improves the overall communication efforts of the Township to external stakeholders through data visualization.
- Compiles, uploads, and updates all Departmental dashboards.
- Develops, edits, and updates external transparency reports.
- Analyzes program outcomes to measure the effectiveness and impacts of various initiatives on Township goals.
- Monitors Key Performance Indicators.
- Provides reports, featuring analysis of various complex datasets and will manage the Township’s transparency portals.
- Provides analytical support and variance analysis to key internal and external stakeholders for year over year Transparency reporting.
- Uses data analysis to drive efficiency throughout the organization.
- Other duties as assigned.

Revised on 12-14-2021
**POSITION TITLE**
Communications Specialist

**STATUS**
Full time – Exempt

**REPORTS TO**
Township Administrator

**SUPERVISES**
N/A

**Salary Range:**
$50,000 - $70,000

**Minimum Education:**
Bachelor’s Degree

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**CRITICAL SKILLS / EXPERTISE:**

- Possesses and cultivates relationships with key contacts at newspapers, television and radio news organizations.
- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to communication of complex datasets.
- Ability to develop and maintain working relationships with employees and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.
- Knowledge of local government systems and processes.
- Ability to lead and challenge multi-functional teams.
- Possesses a strong understanding of transparency, with an eye to improving transparency efforts.
- Leads by example, assisting the team with training, communications and daily tasks, where necessary to ensure any knowledge gaps, issues, etc.
- Possesses a strong organizational and analytical skill set.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- Graduate of accredited four-year college or university with a degree in communications, public relations, business or public administration, or a closely related field.
- At least 3-5 years of relevant experience in data analytics or communications with deep understanding of governmental systems.
- Highly proficient with computer systems (including Microsoft Office applications), with advanced presentation skills.

**PHYSICAL & MENTAL REQUIREMENT:**
Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

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

**EMPLOYEE ACKNOWLEDGEMENT:**
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**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
<table>
<thead>
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<tr>
<td>Communications Specialist</td>
<td>Full time – Exempt</td>
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<tr>
<td>REPORTS TO</td>
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<td>Township Administrator</td>
<td>$50,000 - $70,000</td>
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<td>SUPERVISSES</td>
<td>Minimum Education:</td>
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<tr>
<td>N/A</td>
<td>Bachelor’s Degree</td>
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</table>
**POSITION TITLE**
Receptionist

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Assistant Administrator

**Salary Range:**
$31,700 - $42,200

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

**PURPOSE:**
The Receptionist is responsible for serving as the first line of communication between residents and the Township on non-public safety related items.

**SCOPE:**
The employee in this position serves as the first contact and first impression of Colerain Township’s Administration. This position requires excellent customer service skills and the ability to perform various tasks simultaneously.

**ESSENTIAL ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Answers telephones and routes calls to appropriate departments in a courteous and professional manner; provide routine information to customers and the general public.
- Greets incoming visitors to the administration building at the front window. Assists visitors in a professional and courteous manner to provide them with appropriate information or referral to the appropriate department based on request while maintaining security as it relates to allowing individuals into the office.
- Maintains the general office filing system and distributes office mail.
- Assists with permit intake.
- Assists with outbound mailings.
- Works cooperatively with co-workers to support other administrative activities as determined by the Township.
- Familiarity with how the Township operates, having knowledge of each department’s functions, and being able to answer customer questions about the electric and gas aggregate programs. Shall keep abreast of Township issues and events.
- Assist Planning and Zoning Department with input of complaints into CSR system.
- Liaison with Code Enforcement Officer to gain knowledge of any “problem” areas that have arisen.
- Process payments/revenue for Planning & Zoning Department.
- Schedule meetings and update the Township electronic calendars.
- Provide clerical support to staff.
- Maintain the trust of superiors, peers (both internal and external) and abide by the established ethics of the profession.

**CRITICAL SKILLS / EXPERTISE:**
- Ability to understand and follow oral and written instructions.
- Ability to report for duty dependably and punctually.
- Ability to organize and maintain accurate records and files.
- Ability to organize and analyze data and prepare records and reports.
- Ability to communicate effectively both orally and in writing.
- Ability to handle confidential information.
- Ability to deal effectively with the public.
- Ability to effectively work with and serve a diverse local community.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
High school education plus at least 2 years of general office experience which must include working collaboratively with the public and co-workers. Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs. Valid driver’s license. Prior experience working in a local government is preferred.

Revised on 12-14-2021
POSITION TITLE
Receptionist

STATUS
Full time – Non Exempt

REPORTS TO
Assistant Administrator

Salary Range:
$31,700 - $42,200

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PHYSICAL & MENTAL REQUIREMENT:
Required to talk, hear, and/or use hands to handle or feel objects, tools or controls, and reach with arms and hands. Required to sit for a significant portion of the work hours and may also need to stand for an extended period of time. Occasionally must lift and/or move objects up to 25 pounds. Specific vision abilities required by this position are the ability to read handwritten and typewritten documents of varying quality, and to distinguish colors on maps and other documents.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves duties to be performed in an indoor office setting.

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
POSITION TITLE
Support Services Sergeant

STATUS
Full time – Non Exempt

REPORTS TO
Support Services Commander

Salary Range:
Per CBA

SUPERVISES
School Resource Officer, Civilian Staff, School Safety Officers

Minimum Education:
Associate’s Degree

PURPOSE:
The position of Support Services Sergeant is supervisory in nature and assists in the overall direction of the Colerain Police Department.

SCOPE:
The Support Services Sergeant provides direct supervision of the specialized school units. The Support Services Sergeant is responsible for the daily operations of this unit’s activities. The Support Services Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBILITIES:
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an Support Services Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform, as necessary, within the Township, the general duties common to all police sergeants assigned to Patrol.
- Develop collaborative working relationships with other supervisors in the Township to help them understand their role and involvement with Community Policing and problem solving initiatives.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) in the Township
- Network with other service agencies to contribute to problem solutions. This would include local government departments, social services, other public and private agencies and so forth.
- Represent the Department at community meetings, keeping the citizens informed of Police Department policies and activities that affect them.
- Share crime statistics and trends with the citizens of the Township.
- Give presentations on Community Policing, upon request, to neighborhood groups, service agencies, business groups, schools and so forth.
- Work hours varying to meet the needs of the citizens and Police Department.

All Sergeants of the Colerain Township Police Department must perform each of the following tasks:

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
  a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
  b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review officer deployment to ensure efficient and effective utilization of manpower.
- When on duty in the station, be responsible for its conditions and for its economical and efficient operation.
### Position Title
Support Services Sergeant

### Status
Full time – Non Exempt

### Reports To
Support Services Commander

### Salary Range:
Per CBA

### Minimum Education:
Associate’s Degree

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- Continually review and inspect subordinates appearance and work to ensure compliance with Department policy and procedures.
- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the Support Services Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.
- Assist the Support Services Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things
  a) Training personnel.
  b) Improving working conditions for maximum efficiency and morale.
  c) Using personnel records and performance ratings for individual guidance and improvement.
  d) Adequately recognizing outstanding personnel performance.
  e) Improving efficiency and cooperation in areas of common responsibility.
  f) Advancing the public relations program for promoting public confidence and support.
  g) Ensuring proper and economical use of Department property and equipment.
- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  a) Prevention and suppression of crime.
  b) Protection of life and property.
  c) Apprehension and prosecution of offenders.
  d) Preservation of the peace.
  e) Enforcement of regulatory measures.
- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Support Services Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- When on first shift, at the second and fourth Sunday of each month, inspect, or delegate, the thorough inspection of each vehicle in the Department to ensure cleanliness and good working order, promptly reporting in writing every instance of damage, neglect or improper use.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Chief of Police every breach of discipline or neglect of duty by a subordinate.

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Revised on 12-14-2021
**POSITION TITLE**
Support Services Sergeant

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Support Services Commander

**Salary Range:**
Per CBA

**SUPERVISES**
School Resource Officer, Civilian Staff, School Safety Officers

**Minimum Education:**
Associate’s Degree

- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.
- Ability to get along with other employees.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- Must currently have an associate’s degree from an accredited university/college or be in the process of actively obtaining an associate’s degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years’ experience as a police officer and one year as a Colerain Police Officer.
- A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s ...
Training Academy (OPOTA) certification.

**PHYSICAL & MENTAL REQUIREMENT:**

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

**WORK ENVIRONMENT:**

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

In accordance with hours scheduled by the Chief of Police, it is the employee’s obligation to have regular and predictable attendance.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**POSITION TITLE**
Litter Pick Up Laborer

**STATUS**
Part time – Non Exempt

**REPORTS TO**
Supervisor Foreman

**Salary Range:**
$15/hour - $15/hour

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

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**PURPOSE:**
The primary purpose of the Litter Pick Up Laborer is to collect refuse and debris along the Township’s various commercial corridors.

**SCOPE:**
Litter and trash removal throughout Colerain Township.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include all duties but not limited to:

- Safely operates equipment used in carrying out the maintenance operations in the Township related to the removal of refuse and trash in the right of way.
- Safely operates various hand tools, hammers, shovels etc.
- Performs various maintenance tasks in accordance with established procedures and performance standards, such as: trash pickup, mowing/trimming of grass, and graffiti removal.
- Properly uses safety equipment and follows established safety procedures.
- Performs all other tasks as assigned by the Director of Public Services to ensure an accurate, efficient, and prompt complete response.

**CRITICAL SKILLS / EXPERTISE:**
- Skill and care in the operating of motor vehicles.
- Ability to develop and maintain effective working relationships with associates.
- Ability and willingness to perform heavy physical labor for extended periods of time.
- Ability to work under occasionally adverse weather conditions.
- Ability to use hand tools, shovels, and other related equipment.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- High school degree or equivalent.
- Valid driver’s license.

**PHYSICAL & MENTAL REQUIREMENT:**
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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<tbody>
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**POSITION TITLE**
Environmental Crimes Enforcement Investigator

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Administrative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

---

**PURPOSE:**
Under the direct supervision of the Administrative Sergeant, the primary responsibility of the Environmental Enforcement Investigator is to investigate and remediate violations of Ohio law and Colerain Township resolutions pertaining to the protection of natural resources, prevention of illegal dumping, enforcement of selected property maintenance violations, identify and address conditions that pose a threat to the public.

**SCOPE:**
Protect the lives and property of the people of the Colerain Township; enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
Environmental Crimes Enforcement Investigators of Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Report to various crime scenes, as assigned, to conduct investigations and to assist in investigations by collecting evidence, conducting interviews, taking photographs, lifting fingerprints and reconstructing the crime; conducts in-depth investigations to obtain sufficient and adequate evidence to charge and prosecute perpetrators of crime.

- Develop, maintain and complete accurate and detailed records and reports of investigations and collections of evidence for use in determining whether to charge and prosecute violators of criminal code.

- Patrol assigned areas in a marked or unmarked vehicle as a uniformed or plain clothes officer in the conduct of patrol activities; enforces criminal code, Townships resolutions and maintains surveillance as required to preserve the rights of all citizens.

- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.

- Establish lines of communication with businesses, business owners, landlords and property owners and work collaboratively with them to remediate environmental or code violations.

- Establish lines of communication with the Hamilton County Municipal Court, Hamilton County Prosecutor’s Office and other governmental bodies who may be involved with the remediation or prosecutions of environmental crimes.

- Perform other related duties as required.

- Maintain acceptable standards of conduct.

Revised on 12-14-2021
**POSITION TITLE**
Environmental Crimes Enforcement Investigator

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Administrative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision

**CRITICAL SKILLS / EXPERTISE:**
- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to get along with other employees.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification.

**PHYSICAL & MENTAL REQUIREMENT:**
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.

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- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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<tr>
<th>POSITION TITLE</th>
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<tbody>
<tr>
<td>Development Officer</td>
<td>Full time – Non Exempt</td>
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<th>REPORTS TO</th>
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<tr>
<td>Senior Development Officer</td>
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**PURPOSE:**

The position of Development Officer reports directly to the Senior Development Officer to assist in the advancement of Township’s economic development vision. This position also assists with the production of graphic content for various departments (including GIS), and permitting.

**SCOPE:**

Under general supervision, assists the Senior Development Officer in the performance of economic development activities such as business retention and expansion visits, business attraction, residential development, graphics, and other activities incumbent upon the development direction of the Township.

**ESSENTIAL ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Develops and maintains a database of key demographics and a community profile for Colerain Township that includes economic statistics and indicators, local businesses and other services.
- Conducts business retention and expansion visits, offering technical assistance where necessary for expansion or relocation efforts.
- Administers the tactical urbanism mini-grant program.
- Assist with the establishment and development of TIF districts.
- Maintains the website for the Development division, story maps, book of sites, and other electronic economic development communication tools/programs.
- Develops brochures and promotional materials to be used in business attraction.
- Attends and addresses conferences and meetings to promote development.
- Develops reports and presentations and collects statistics, facts, and figures, demonstrating Colerain’s competitive advantages of business location and operations.
- Solicits feedback from the business community to help identify challenges and drive potential solutions to improving the business climate of Colerain.
- Assist all departments in their use of Geographic Information Systems and graphic production as needed.
- Assist all departments in data analysis, display and interpretation as needed.
- Perform other duties as required or as assigned by the Senior Development Officer.

**CRITICAL SKILLS / EXPERTISE:**

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Exceptional customer service skills.
- Ability to interpret a variety of instructions in oral, written or other forms.
- Ability to collect data, establish facts and draw valid conclusions.
- Ability to prepare and maintain concise and accurate records and reports.
- Ability to maintain good rapport with Township departments, board members and other agencies relative to issues of economic development.
- Ability to cooperate with others on projects of mutual concern as well as plan project implementation.
- Ability to operate a computer terminal and communicate effectively in oral and written form.
**POSITION TITLE**
Development Officer

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Senior Development Officer

**Salary Range:**
$44,000 - $61,000

**SUPERVISES**
N/A

**Minimum Education:**
Bachelor’s Degree

- Ability to develop and maintain effective working relationships with coworkers and the public.
- Ability to read, inspect, and understand construction plans, site plans and drawings.
- Knowledge of Federal, State, County, and other groups or laws that directly affect development.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Understanding of laws governing land use and economic development;
- Ability to network and form relationships with community organizations and individuals to further department goals.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- A valid state driver’s license. Ability to obtain AICP certification.
- Must possess a bachelor’s degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, business attraction, business retention, or development project administration.

**PHYSICAL & MENTAL REQUIREMENT:**
Requires the ability to perform office related duties and access a wide variety of residential and commercial/industrial construction sites, buildings, and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material. The employee must occasionally lift and/or move objects up to 25 pounds.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which may include meetings of the Board of Zoning Appeals and Zoning Commission.

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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**POSITION TITLE**
Management Analyst Intern

**STATUS**
Part time – Non Exempt

**REPORTS TO**
Assistant Township Administrator

**Salary Range:**
$15/hour

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

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**PURPOSE:**
Under direction of the Assistant Administrator, the Management Analyst Intern will assist with various special projects and administrative tasks throughout the Township.

**SCOPE:**
The Management Analyst Intern will perform a variety of routine clerical, secretarial and administrative work in the administration of various components special projects for the organization. This position is open to current students seeking a Master’s Degree or Bachelor’s Degree in Public Administration or a related field.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Special projects.
- Leading cross functional teams to make operational improvements.
- Report generation, including data analysis and insights.
- Assist with public records requests.
- Assist with program research, grant writing, and other projects.
- Produce external communications.
- Assist with community surveys and engage with external stakeholders.
- Develop and enhance department operations performance data systems.
- Other duties as assigned.

**CRITICAL SKILLS / EXPERTISE:**
- Requires strength in inter-personal skills as well as the ability to work independently.
- Must possess leadership skills and knowledge of current strategies related to government operations.
- Ability to develop and maintain working relationships with associates, superiors and general public.
- Must have strong communication skills, both written and oral.
- Must have sophisticated and professional presentation skills, with the ability to assimilate extensive information into meaningful business cases and effective presentations.
- Ability to structure, prioritize, and manage multiple complex projects.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level in order to quickly generate results.
- Highly imaginative, able to create structure from concept, taking ideas and crystallizing conclusions with little, if any, supervision. Able to make connections between previously unrelated notions.
- Ability to establish and maintain harmonious working relationships with department heads, subordinates, and elected officials.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- High school diploma or equivalent required. Must be enrolled in either a four-year college or university or a master’s degree program with an emphasis or specialization closely related to local government.
- Highly proficient with Microsoft Office applications, with advanced Excel skills.

**PHYSICAL & MENTAL REQUIREMENT:**
Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

Revised on 12-14-2021
POSITION TITLE
Management Analyst Intern

STATUS
Part time – Non Exempt

REPORTS TO
Assistant Township Administrator

Salary Range:
$15/hour

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

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

EMPLOYEE ACKNOWLEDGEMENT:
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SIGNATURE

PRINTED NAME

Revised on 12-14-2021
## POSITION TITLE
Fleet Mechanic Technician 1

## STATUS
Full Time – Non Exempt

### REPORTS TO
Vehicle Fleet Manager

### Salary Range:
$42,300 - $55,000

### SUPERVISES
N/A

### Minimum Education:
H.S. Diploma/GED

## PURPOSE:
To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Fleet Mechanic Technician 1.

## SCOPE:
The purpose of this position is to assist with and perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

## ESSENTIALS ROLES & RESPONSIBILITIES:
May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Assist in performing repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Assist in performing repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; effects repairs as directed.
- Assist in making emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

## CRITICAL SKILLS / EXPERTISE:
Basic fundamental knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-

Revised on 12-14-2021
POSITION TITLE
Fleet Mechanic Technician 1

REPORTS TO
Vehicle Fleet Manager

STATUS
Full Time – Non Exempt

Salary Range:
$42,300 - $55,000

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

line technical repair data bases and scan tools.

- Assist in performing mechanical work including troubleshooting and repair of equipment.
- Assist with diagnosing mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.

Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of two-year of previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a background in electrical, hydraulics, air condition and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within a four year plan. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.). Preferred but not required.
- Must possess a valid driver’s license.
- Commercial Driver’s License Class B or the ability to obtain license within probationary period.

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

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities
**POSITION TITLE**  
Fleet Mechanic Technician 1

**STATUS**  
Full Time – Non Exempt

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<th>REPORTS TO</th>
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<tr>
<td>Vehicle Fleet Manager</td>
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required by this job include the ability to hear in the normal range with or without correction.

**WORK ENVIRONMENT:**  
Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

**EMPLOYEE ACKNOWLEDGEMENT:**  
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**  

**PRINTED NAME**  

Revised on 12-14-2021
**PURPOSE:**

To define the essential roles and responsibilities of the Colerain Township Department of Fire and Emergency Medical Services Fleet Mechanic Technician 2.

**SCOPE:**

The purpose of this position is to perform semi-skilled and skilled work in the preventative maintenance and mechanical repair work on a variety of diesel and gasoline powered automotive, medium and heavy-duty vehicles and small engine equipment, and related work as required.

**ESSENTIAL ROLES & RESPONSIBILITIES:**

May include, but not limited to the following:

- Performs routine lubrication and oil and filter changes on vehicles and equipment.
- Directs (provides oversight) and performs repairs on vehicles and equipment.
- Conducts periodic inspections of vehicles and equipment in the fire stations.
- Inspects tires, brakes, hoses and belts; reports condition(s) and effects repairs, as directed.
- Performs repairs and installation of new parts on drive-train, steering, hydraulic, electrical, suspension, air compression, air and/or hydraulic brake systems, ignition, hydraulic and water pumps and controls, and air conditioning systems.
- Keeps shop, tools, equipment and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical deficiencies, and notifies Vehicle Fleet Manager; makes repairs as directed.
- Makes emergency field repairs to vehicles and equipment and may be requested to respond to emergencies after regular work hours and on weekends.
- Drives vehicles to and/or from repair facilities.
- Road tests and otherwise checks vehicles for proper operation and for detecting the source of reported deficiencies.
- Attends training and mechanical training seminars and schools, as required.
- Communicates clearly, both verbally and in writing, on Department maintenance forms and inter-departmental memos.
- Enters maintenance information in the Departments computer system.
- Ability to multi-task and work with frequent interruptions.
- Maintains positive working relationships with internal and external customers.

**CRITICAL SKILLS / EXPERTISE:**

Knowledge of:

- Techniques, theory, methods, care and repair of diesel and gasoline powered internal combustion engines, equipment and related components, including drive, fuel and electrical systems.
- Preventative maintenance inspection methods, electricity, hydraulics, mechanics and the methods, materials and tools used in the automotive, medium and heavy-duty vehicles and small engine equipment repair trade.
- Occupational hazards and standard safety precautions necessary in the work performed.

Ability to:

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-
POSITION TITLE
Fleet Mechanic Technician 2

STATUS
Full Time – Non Exempt

REPORTS TO
Vehicle Fleet Manager

Salary Range:
$55,000 - $71,000

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

line technical repair data bases and scan tools.
- Perform mechanical work including troubleshooting and repair of equipment.
- Diagnose mechanical trouble and determine appropriate maintenance work.
- Provide training and instruction to other employees.
- Work productively in the absence of supervision.
- Safely operate Township vehicles.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Work overtime as required.
- Direct and provide oversight to fleet mechanic technician 1
- Be “on-call” varying weekends, holidays and/or evenings.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
Any combination of experience and education that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education
  - High school diploma or General Educational Development diploma.
- Experience
  - Minimum of five-year full-time previous experience in performing automotive and/or diesel vehicular service and repair work.
  - Have a strong background in electrical, hydraulics, air condition and troubleshooting.
  - Automotive Service Excellence (ASE) Master Medium/Heavy Truck certification or be able to obtain this certification within probationary period. Any other ASE certification a plus.
  - Experience in the repair of emergency vehicles (e.g., fire apparatus, ambulances, etc.).
  - Multiplex electrical experience
- Must possess a valid driver’s license.
- Commercial Driver’s License Class B or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENT:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential roles and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stool, kneel, crouch or crawl; and smell.
The employee must frequently lift and/or move up to 50-pounds and occasionally lift and/or

Revised on 12-14-2021
**POSITION TITLE**  
Fleet Mechanic Technician 2

**STATUS**  
Full Time – Non Exempt

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move up to 100-pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Audible abilities required by this job include the ability to hear in the normal range with or without correction.

**WORK ENVIRONMENT:**  
Work is performed in a variety of environmental conditions, indoors and out with exposure to wide temperature variations, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust.

The noise level in the work environment is usually high.

**EMPLOYEE ACKNOWLEDGEMENT:**  
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

______________________________  ________________________________
SIGNATURE                      PRINTED NAME
PURPOSE:
The position of Anti-Crime Sergeant is supervisory in nature and is to assist in the overall direction of the Colerain Police Department.

SCOPE:
The Anti-Crime Sergeant will provide direct line supervision and be responsible for the daily operations of a specialized patrol shift. The Anti-Crime Sergeant must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIALS ROLES & RESPONSIBILITIES:
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Anti-Crime Sergeant must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, organize, direct and evaluate, on a daily basis, the line activities of a shift in a manner consistent with Department policy to ensure operational efficiency of the Department.
  a) Provide daily direct supervision, guidance and training to subordinates to ensure compliance with department policies and procedures while maximizing efficiency; and
  b) Conduct daily meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.

- Continually review officer deployment to ensure efficient and effective utilization of manpower.

- When on duty and in the station, be responsible for its conditions and for its economical and efficient operation.

- Continually review and inspect subordinate’s appearance and work to ensure compliance with Department policy and procedures.

- Be responsible for the assignment, proper processing, and return of all citations, writs, and documents.

- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.

- Assist the Patrol Commander in the investigation of complaints regarding the conduct of officers within the Department, procuring evidence sufficient to sustain or refute such allegations, and preparing complete and accurate reports.

- Assist the Patrol Commander in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
  a) Training personnel.
  b) Improving working conditions for maximum efficiency and morale.
  c) Using personnel records and performance ratings for individual guidance and improvement.
  d) Adequately recognizing outstanding personnel performance.
  e) Improving efficiency and cooperation in areas of common responsibility.
  f) Advancing the public relations program for promoting public confidence and support.
  g) Ensuring proper and economical use of Department property and equipment.

- Be familiar with administrative policy and execute the service program within areas of responsibility, providing for:
  a) Prevention and suppression of crime.
b) Protection of life and property.

c) Apprehension and prosecution of offenders.

d) Preservation of the peace.

e) Enforcement of regulatory measures.

- Review records and reports, on a daily basis, for accuracy, completeness and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Check offense and supplemental reports, on a daily basis, to determine crimes committed, crime patterns, and modus operandi used in these crimes and take appropriate action to prevent or solve these crimes.
- Review, on daily basis, property and evidence submissions to ensure compliance with Department regulations, accuracy and completeness.
- Compile written reports for the Patrol Commander as directed to ensure presentation in an accurate, timely manner.
- Inspect arms, ammunition, belts, and holsters of assigned personnel to ensure cleanliness and good working order, promptly correcting and reporting deficiencies.
- Patrol the Township, enforce the laws, and respond to calls for service on a daily basis to ensure delivery of professional law enforcement services.
- Observe and impartially report to the Patrol Commander every breach of discipline or neglect of duty by a subordinate.
- Exercise general supervision and inspection of all public places within the area of responsibility and cause the laws, ordinances and regulations concerning their operation to be enforced.
- Devote the maximum possible time to field operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a degree of leadership commensurate with responsibility.
- Investigate accidents involving police vehicles and report findings, including investigation and reporting of instances of on-duty police officer injuries.
- Conduct oneself in accordance with high ethical standards, both on and off duty.
- Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer -- acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to a Sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
**POSITION TITLE**
Anti-Crime Sergeant

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Patrol Commander

**Salary Range:**
Per CBA

**SUPERVISES**
Patrol Officers

**Minimum Education:**
Associate’s Degree

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public.

- Ability to get along with other employees.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- A valid state driver’s license. Must be bondable. Maintain Ohio Peace Officer’s Training Academy (OPOTA) certification.

- Must currently have an associate’s degree from an accredited university/college or be in the process of actively obtaining an associate’s degree. Ohio Peace Officer Training Academy (O.P.O.T.A.), minimum of three years’ experience as a police officer and one year as a Colerain Police Officer.

**PHYSICAL & MENTAL REQUIREMENT:**

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, TASER, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws while performing the duties of this job.

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

- Officers must operate emergency vehicles under stressful conditions.

**WORK ENVIRONMENT:**

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

In accordance with hours scheduled by the Chief of Police, it is the employee’s obligation to have regular and predictable attendance.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time.

Revised on 12-14-2021
POSITION TITLE
Anti-Crime Sergeant

STATUS
Full time – Non Exempt

REPORTS TO
Patrol Commander

Salary Range:
Per CBA

SUPERVISES
Patrol Officers

Minimum Education:
Associate’s Degree

time as needed.
PURPOSE:

The position of the Zoning Administrator reports directly to the Director of Development and oversees the record keeping, processing of permit applications, and is the staff liaison to the Zoning Commission and Board of Zoning Appeals.

SCOPE:

Responsible for permitting, plan review, and responsible for daily operation of office.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Works closely with the Director of Development to encourage economic development and assists public with zoning questions and complaints.
- Ensure zoning code compliance for all residential and commercial properties; oversees visual inspection and review of site plans; preparation of plans for Zoning Commission approval; maintains and updates zoning maps.
- Supervises the preparation, storage and distribution of various records, reports, and related materials (monthly and annual activity and zoning permit reports, records of appeals, conditional uses, zone changes, etc.); ensure proper processing of applications and permits; serves as staff to the Zoning Commission and serves or provides departmental staffing to the Board of Zoning Appeals.
- Makes recommendation for the Zoning Commission and Board of Zoning Appeals.
- Perform various administrative duties; ensure staff reports to Zoning Commission and Board of Zoning Appeals are prepared.
- Complete administrative duties such as departmental purchases, responsible for all inspections and permits; coordinate with departmental objectives; distribute reports and resolutions.
- Responsible for the Vacant Building Maintenance License (VBML) program and Vacant Foreclosed Property Registry (VFPR) program.
- Liaison with external agencies including, OKI and Hamilton County Regional Planning Commission, as appropriate.
- Develops and leverages relationships with other internal departments and external neighborhood/community groups.
- Coordinates with other governmental agencies to develop best practices and ensure consistency to the best of our abilities.
- Assist in the preparation of resolutions for the Trustees for all text and zone map amendments.
- Maintain roster and contact lists of the Board of Zoning Appeals and the Zoning Commission members.
- Responsible for matters dealing with zoning, including advising the public concerning the rules and regulations.
- Responsible for review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Responsible for collection of data required for special projects.
- Responsible for review of zoning maps and preparation of studies and reports for projects as assigned.
- Send out requests for review of zone and map amendment applications to appropriate county and state agencies.

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<td>Zoning Administrator</td>
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<th>REPORTS TO</th>
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<tr>
<td>Director of Development</td>
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- Prepare legal notices for publication and notices to all parties of interest of all zoning related public hearings before the Board of Zoning Appeals, Zoning Commission and the Board of Trustees.
- Prepare agendas and staff reports for the Board of Zoning Appeals and Zoning Commission meetings and mail out meeting packets to appropriate Boards, upload meeting packets to Township website, and sets up Chamber for meetings.
- Act as Recording Secretary for Board of Zoning Appeals and the Zoning Commission. Attend meetings and prepare meeting minutes. Upload approved minutes to Township website and maintain official meeting minute books.
- Prepare annual calendars for the Board of Zoning Appeals and the Zoning Commission.
- Review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Perform other duties as required or assigned.

**CRITICAL SKILLS / EXPERTISE:**

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills with experience in ArcGIS and preferably experienced in Microsoft Office Suite and Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Excellent Customer Service.
- Ability to apply Township policies and procedures.
- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to maintain cooperative working relationships with all levels of the Township.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing environmental and land use.
- Knowledge of site plan review methods.
- Knowledge of principles of project management and employee supervision.
- Maintain the trust of superiors, peers (both internal and external) and abide the established ethics of the profession.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- A valid state driver’s license.
- Background in comprehensive planning, grants, administration and historical preservation, desired experience in public relations and/or marketing.
- Demonstrated Leadership training/experience.
- Exceptional customer service skills.
- Extensive knowledge in geographic information systems (GIS).
- Must possess a bachelor’s degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess a minimum of three to five years of relevant experience (with a preference of two years of supervisory experience) which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning.

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enforcement.

**PHYSICAL & MENTAL REQUIREMENT:**
Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which may include meetings of the Board of Trustees, Board of Zoning Appeals and Zoning Commission.

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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Revised on 12-14-2021
**POSITION TITLE**
Director of Development

**STATUS**
Full time – Exempt

**REPORTS TO**
Township Administrator

**Salary Range:**
$71,000 - $91,500

**SUPERVISES**
Development Officer and Zoning Administrator

**Minimum Education:**
Bachelor’s Degree

**PURPOSE:**
The position of the Director of Development reports directly to the Township Administrator to advance the development interests of the Township, including residential, commercial, retail, and industrial sectors.

**SCOPE:**
Under the supervision of the Township, this position will perform a variety of routine and complex tasks such as: small area studies, program management, and business attraction, retention, and expansion.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
May include, but not limited to the following:

- Assists businesses and commercial contractors in completing submission requirements for new construction and expansion of existing businesses.
- Serves as a liaison to businesses of Colerain Township.
- Recruits and retains businesses into the community.
- Leads economic development efforts of the Township, including economic development negotiations.
- Serves as a liaison between civic groups and township administration.
- Prepares and processes grant applications that support economic development efforts.
- Represents the township at various functions that are dedicated to the promotion of economic development.
- Works with developers to promote business and residential development throughout the Township.
- Administers the Township’s Community Development Block Grant program.
- Analyzes pro formas and requests for economic development assistance, including TIFs, CRA, and other financial models.
- Works with outside agencies such as REDI, the Port, HCDC, OKI, and others to secure grant funding and support for economic development projects.
- Serves as liaison to the Colerain Township Community Improvement Corporation.
- Coordinates any business recognition programs.
- Monitors economic development agreements for compliance.
- Develops a strategic network of contacts, including real estate professionals, developers, business executives, business organizations, government agencies and civic groups to promote development and identify business opportunities within Colerain Township.
- Develops materials for the Tax Incentive Review Council and Joint Economic Development District Board.
- Seeks new leads for business investment and meets with potential contacts to attract new business.
- Communicates government issues and matters affecting business operations and provides resources to mitigate those issues.
- Performs project research and trends analyses impacting the business community.
- Attends and addresses conferences and meetings to promote development.
- Develops and implements a strategic plan for business retention, expansion, and attraction, including requisite small area studies.
- Coordinates with other departments and development agencies, public and private, to streamline the business development process.

Revised on 12-14-2021
**POSITION TITLE**
Director of Development

**STATUS**
Full time – Exempt

**REPORTS TO**
Township Administrator

**Salary Range:**
$71,000 - $91,500

**SUPERVISES**
Development Officer and Zoning Administrator

**Minimum Education:**
Bachelor’s Degree

- Analyze community-wide issues and opportunities; develop and execute innovative strategies to address issues and opportunities (i.e. comprehensive plan, neighborhood revitalization).
- Conducts charrettes with community members on key property redevelopments and long term neighborhood visioning.
- Program administration for various residential redevelopment activities, including any façade repair programs.
- Leads and works to establish appropriate business improvement districts throughout the Township.
- Promotes development opportunities and general community attributes to applicable target markets.
- Coordinates visits to the Township and surrounding area for prospective investors.
- Other duties as assigned.

**CRITICAL SKILLS / EXPERTISE:**

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, calculators, two way radios, telephones, fax machine, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Require a valid operator’s permit.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient Customer Service.
- Ability to apply Township policies and procedures.
- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- Ability to maintain cooperative working relationships with all levels of the Township.
- Ability to communicate effectively verbally and in writing.
- Knowledge of principles and practices of urban planning, zoning, and land use.
- Knowledge of municipal state laws governing environmental and land use.
- Knowledge of site plan review methods.
- Knowledge of principles of project management.
- Knowledge of Federal, State, County, and other groups or laws that directly affect development.
- Knowledge of economic development best practices.
- Ability to build support for various development projects with internal and external stakeholders.
- Skill in translating complex economic development principles into easily understood terms and concepts.
- Ability to find and write grants for economic development assistance and projects.
- Ability to read, analyze, and interpret legal documents, plans and reports;
- Understanding of laws governing land use and economic development;
- Ability to network and form relationships with community organizations and individuals to further department goals.

Revised on 12-14-2021
**POSITION TITLE**
Director of Development

**STATUS**
Full time – Exempt

**REPORTS TO**
Township Administrator

**Salary Range:**
$71,000 - $91,500

**SUPERVISES**
Development Officer and Zoning Administrator

**Minimum Education:**
Bachelor’s Degree

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**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**
- A valid state driver’s license.
- Must possess a bachelor’s degree in Urban Planning, Urban Studies, Geography, or related field.
- A master’s degree in planning, public administration, business, finance, or a closely related discipline is preferred.
- Must possess a minimum of seven years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, business attraction, business retention, or development project administration.

**PHYSICAL & MENTAL REQUIREMENT:**
Work is performed primarily in a standard office environment with some exposure to outdoor work. May be required to lift and carry items weighing up to 10 pounds.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations are provided to enable individuals with disabilities to perform the essential functions.

Work environment involves duties to be performed in an inside office setting and occasional duties to be performed in the field at a wide variety of residential and commercial/industrial construction sites, buildings and properties. Majority of these sites and buildings are uncompleted and the site does contain a finished grade material.

Regular and predictable attendance as established by Administration which may include meetings of the Board of Zoning Appeals and Zoning Commission.

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

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**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
The Assistant Police Chief has the overall responsibility to assist the Police Chief in leading, directing and managing all activities of the Township’s police department.

SCOPE:

The Assistant Chief of Police is responsible for the protection of lives and property in Colerain Township through the supervision of all police functions. The Assistant Chief of Police is a Township employee who serves in accordance with the provisions of the Ohio Revised Code and functions in accordance with general policy established by the Board of Trustees with considerable latitude in the exercise of independent judgment and discretion of the management and operation of the Police Department. The Assistant Police Chief is intended to fill any vacancy created in the Chief of Police position.

ESSENTIALS ROLES & RESPONSIBILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, the Assistant Chief of Police must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Promptly execute all lawful directives of the Township Administrator and the Board of Trustees.
- Submit required reports to the Township Administrator and the Board of Trustees that clearly depict conditions and police actions within the requested time periods.
- Organize, direct and control all resources of the Department to ensure that:
  - The Department engages in the most efficient discharge of its duties to preserve the peace, protect persons and property, and enforce the criminal laws of the State of Ohio.
  - New techniques are developed or adopted to improve the Departments’ effectiveness in the discharge of primary police obligations.
  - There is adequate analysis, planning and preparation to determine the need for development of facilities to fulfill future Department requirements.
  - Ensure estimated annual budgets are prepared and presented to the Township Administrator and the Board of Trustees.
- Ensure available resources are converted into maximum effective police service.
- Develop an organizational structure with professional standards and sound span-of-control principles to ensure the following:
  - A staff of supervisory officers is created and maintained who meet periodically to discuss and resolve current problems, establish policy, and disseminate information to assure operational efficiency;
  - Related activities are integrated under control of intermediate supervisors, holding them accountable for effective conduct of such activities;
  - Awareness of all affairs of the Department to ensure that the duties of subordinates are properly discharged;
  - Thorough investigation of all cases of alleged or apparent misconduct by Department personnel, with appropriate action taken.
• Recognition of outstanding performance by Department employees through various techniques and programs; and
• Adequate and progressive employee training is organized and conducted to achieve maximum efficiency.

• Assist the Police Chief, Township Administrator and the Board of Trustees in developing acceptable standards and procedures to recruit, select and promote Department employees.

• Plan and execute a police service program, with modifications to combat current trends supported by analysis of records and reports, designed to ensure the following:
  • Prevention and suppression of crime.
  • Apprehension and prosecution of offenders.
  • Recovery of property.

• Develop and conduct an effective, professional public relations program to ensure:
  • Public confidence is encouraged.
  • Accurate interpretation of police policies and objectives are presented to Department personnel, the press, and the public.
  • Work for the enactment and strengthening of laws for the restraint of criminal activities.

• Establish procedures to comply with provisions of Section 5149.01, Ohio Revised Code, governing establishment and conduct of Criminal Identification procedures.

• Maintains productive relationships between the Department and other governmental agencies and private organizations, especially those concerned with traffic, crime prevention and the administration of justice to further the goals and objectives of the Department.

• Maintain an active alliance with professional police authorities and participate in programs to ensure the mutual improvement of proficiency in combating crime and traffic problems.

• Report promptly to other Township personnel any important matters falling within their jurisdiction.

• Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.

• Coordinate Department representation or represent the Department at any community function in a professional manner to ensure a positive and professional image of the Department.

• Exert every effort to satisfy the needs of citizens requesting service, assistance or information, and courteously explain any instances where jurisdiction does not lie within the police agency, suggesting procedures to be followed.

• Insure civil treatment and protection of rights for all persons coming into the scope of
police authority.

- Conduct him/herself in accordance with high ethical standards, both on and off duty.
- Be available for duty at all times in case of special needs or emergencies.
- Work scheduled hours, arriving promptly for duty when scheduled.
- Maintain an acceptable level of competence, professionalism and abilities to perform the duties outlined in the job description of a Uniform Patrol Officer - acknowledging the fact that general police officer duties must be completed and may supersede the additional duties assigned to an Assistant Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Participate in the strategic planning process; prepare department strategic plan for inclusion in township strategic plan; track operations to assure all are initiatives are completed and goals are met.
- Oversee and participate in the development and administration of the department budget. Determines levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Chief of Police, Township Administrator or Board of Trustees.

**CRITICAL SKILLS / EXPERTISE:**

- Strength in interpersonal skills, leadership, employee motivation, and an advanced knowledge of current law enforcement strategies. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Must have experience with the community-oriented policing philosophy, significant labor-management experience, and grant funding.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- The normal office hours for the Assistant Chief of Police are 8:00 a.m. to 4:00 p.m., Monday through Friday, and the normal workweek shall be 40 hours. However, given
the nature of the position, the Assistant Chief of Police will be expected to put in whatever hours are necessary to effectively perform his duties, without expectation of additional compensation. It is the employee's obligation to have regular and predictable attendance.

- Ability to get along with other employees.
- Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

- A valid state driver’s license. Must be bondable. Must maintain Ohio Peace Officer’s Training Academy (OPOTA) certification.
- Extensive command and executive level experience combined with specialized training such as the F.B.I. National Academy, Ohio Peace Officer Training Academy (OPOTA), Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College (PELC.) and four-year degree from an accredited college/university. Should have a minimum of five to seven years of experience.
- Bachelor’s degree from an accredited college or university required. A Master’s degree preferred.

PHYSICAL & MENTAL REQUIREMENT:

- Assistant Chief must qualify with firearms, and other offensive and defensive weapons and meet OPOTA yearly firearm standards and undergo training in the proper use of Standard Police Equipment such as, but not limited to, handcuffs, IMPACT weapon, TASER, mace, police communication equipment, personal computers, gun belt, flashlight and operate a police vehicle under routine and emergency conditions within local and state laws.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
- Officers must operate emergency vehicles under stressful conditions.

WORK ENVIRONMENT:  
The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

EMPLOYEE ACKNOWLEDGEMENT:  
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job

Revised on 12-14-2021
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>Assistant Police Chief</td>
<td>Full time - Exempt</td>
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<tr>
<th>REPORTS TO</th>
<th>Salary Range:</th>
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<tbody>
<tr>
<td>Chief of Police</td>
<td>$88,800 - $101,500</td>
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<tr>
<th>SUPERVISES</th>
<th>Minimum Education:</th>
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<tbody>
<tr>
<td>Patrol Commander, Investigative and Support Services</td>
<td>BA/BS, MA/MS preferred</td>
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The description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**POSITION TITLE**
Impound Lot Clerk

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Support Services Sergeant

**Salary Range:**
$33,000 - $50,000

**SUPERVISES**
N/A

**Minimum Education:**
H.S Diploma/GED

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**PURPOSE:**
Under the direct supervision of the Administrative Sergeant the primary responsibility of the Impound Lot Clerk is to oversee the impound operations.

**SCOPE:**
The Impound Lot Clerk oversees the impound operations to include intake and release of impounded vehicles, conduct inspections of the impound lot as directed and provide customer service to those seeking the release of their vehicles.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Sort, separate, copy and route the various types of reports and other documentation submitted by police officers daily.
- Track all impounded vehicles.
- Enter data of all impound activity into the in-house computer system.
- Maintain department records in an orderly manner.
- Inspect every impounded vehicle and record any observed damage.
- Safeguard any found property in an impounded vehicle.
- Locate, retrieve, copy and disseminate records upon request.
- Inspect the impound operations on a daily basis, prepare inspection reports.
- Retrieve statistical data from the department’s in-house computer system for administrative reporting and analysis.
- Assist the citizens by answering phone calls and with personal inquiries.
- Purchase office and impound lot supplies when necessary.
- Release impounded vehicles to the owner after all legal requirements have been met.
- Responsible to retain records relating to the police department accreditation effort.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public, as directed by the Chief of Police.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in
situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, dictation equipment, copy machine and fax machine.
- In accordance with hours scheduled by the Chief of Police. It is the employee's obligation to have regular and predictable attendance.

High school diploma or equivalent.

- Requires strength in inter-personal skills as well as the ability to work independently. Typing skills at moderate speed levels and accuracy required. Must possess general knowledge of computers and word processing software. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

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

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
**POSITION TITLE**  
Bicycle Patrol Officer

<table>
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<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Patrol Sergeant</td>
<td>Full time – Non Exempt</td>
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<tr>
<th>SUPERVISES</th>
<th>Salary Range:</th>
<th>Minimum Education:</th>
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<td>N/A</td>
<td>Per CBA</td>
<td>H.S. Diploma/GED</td>
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**PURPOSE:**
Under the direct supervision of the Sergeant, the primary responsibility of all Bicycle Patrol Officers is to have an impact on street level crime and to improve the quality of life for the residents and visitors of Colerain Township.

**SCOPE:**
To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
The Bicycle Patrol Officer of the Colerain Police Department must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Perform, as necessary, the general duties common to all officers assigned to the neighborhood resource officer function.
- Become acquainted with the citizens (residents, merchants, school officials, church leaders and others) of the community.
- Perform surveillance and enforcement in areas of high crime incidents.
- Develop working relationships with beat officers of the of high crime areas to involve them in the process of identifying and developing proper enforcement actions.
- Prioritize and promptly respond in a safe manner to dispatched calls and requests for assistance from other jurisdictions.
- Maintain a daily working relationship and open line of communication with beat officers by assisting with radio calls, attending briefing, assisting with enforcement, etc.
- Provide routine patrol to township owned properties and facilities.
- Provide visible bicycle patrol to the township’s main shopping district to reduce crime and address traffic and parking violations.
- Concentrate patrol efforts in the area of liquor establishments in effort to prevent liquor and narcotics violations as well as crimes against public order.
- Enforce laws, particularly those related to specific high crime neighborhoods.
- Provide supplemental patrol to detail officers at public events, such as festivals and sporting events.
- Whenever possible, provide public presentations on bicycle safety, upon request, to neighborhood groups, service agencies, business groups, and schools.
- Follow up on assigned citizen complaints.
- Responsible for routine maintenance of officer’s assigned bicycle.
- Work hours varying to meet the needs of the community and the Police Department.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**
- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires
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<tr>
<td>Patrol Sergeant</td>
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- ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
High school diploma or equivalent. A valid state driver’s license. Must be bondable. Maintain Ohio Peace Officer Training Academy (OPOTA) certification. Must obtain Police Mountain Bike certification.

PHYSICAL & MENTAL REQUIREMENT:
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

WORK ENVIRONMENT:
- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:
I acknowledge that this is an accurate and fair description of my position. This job description is

Revised on 12-14-2021
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meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
POSITION TITLE
Cadet

STATUS
Part time – Non Exempt

REPORTS TO
FTO Sergeant

Salary Range:
$15 / hour

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
Under the direct supervision of the FTO Sergeant, the primary responsibility of the Police Cadet is to serve the Department and to the Township while becoming familiar with the procedures and policies of the Colerain Police Department. The Police Cadet will provide assistance to the Records Clerks by answering citizens’ calls and assisting citizens at the window.

SCOPE:
To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBILITIES:
As the essential job functions of their positions, Police Cadets of Colerain Police Department must perform each of the following tasks:

- Diligently provide service to the community by:
  - Undertaking Department-mandated training that is required of new police officers.
  - Taking appropriate action regarding answering citizens’ calls and visits to the Police Department.
  - Developing the skills necessary to use the Department’s databases and computer programs.
  - Become educated and proficient with the Department’s Policy and Procedures, Rules and Regulations and Mission and Value Statement.
  - Providing necessary assistance to the Department Records Clerks.
  - Providing assistance to citizens in a professional and courteous manner when interacting with them over the phone or in person.
  - Immediately brief the Chief of Police or his/her designee on important matters.
  - Complete all special projects, assignments as assigned.
- Assist in the execution of the Department’s programs for:
  - Improving efficiency and cooperation in areas of common responsibility.
  - Advancing the public relations program for promoting public confidence and support.
  - Proper and economical use of Department property and equipment.
- Initiate reports, read and evaluate correspondence and memoranda relative to operational activities on a daily basis to enhance job performance.
- Accurately prepare and file a daily activity report at the end of the tour of duty in the prescribed manner.
- Conduct daily, routine preventive maintenance and caring for all assigned personal equipment and alert supervisors of any deficiencies.
- Appear in court, when summoned or requested, on time, dressed in professional attire, and thoroughly prepared to present the case in a professional and courteous manner.
- Actively participate in training programs as an instructor and/or student to enhance job performance and, by study and research, become familiar with advance techniques and ideas designed to improve overall Department performance.
- Professionally and courteously deal with the news media, reflecting a positive image of the Township when possible.
- Perform all duties in a professional, accurate, and timely manner.
POSITION TITLE
Cadet

STATUS
Part time – Non Exempt

REPORTS TO
FTO Sergeant

Salary Range:
$15 / hour

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

• Conduct oneself in accordance with high ethical standards, both on and off duty.
• Maintain an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
• Be available for duty at all times in case of special needs or emergencies.
• Work scheduled hours, arriving promptly for duty when scheduled.
• Maintain acceptable standards of conduct.
• Follow the direction of supervisors.
• Refrain from abusive and threatening conduct toward co-workers.
• Maintain the confidence and trust of peers, superiors and general citizenry.
• Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

• Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
• Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
• Ability to get along with other employees.
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
High school diploma or equivalent. A valid state driver’s license. Must be bondable.

PHYSICAL & MENTAL REQUIREMENT:

• While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

Revised on 12-14-2021
essential functions.

- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**

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<table>
<thead>
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<th>POSITION TITLE</th>
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**PURPOSE:**
The Chaplaincy has the responsibility to provide members of the Colerain Police Department and the citizens of Colerain Township with the services of a chaplain on a regular basis.

**SCOPE:**
The Chaplain is continually building and maintaining an attitude of cooperation and mutual respect between the department and the citizens. Members of the Chaplaincy program are available and on call for counseling, consultation and other forms of human crises intervention for members of the Colerain Police Department and citizens of Colerain Township.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
The Chaplain must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- It is the policy of the Colerain Police Department to make readily available pastoral services to Department members, their families and victimized individuals of the community when needed or upon request. To accomplish this, the Department maintains a chaplaincy program that is responsible for providing on-call spiritual guidance, counseling, consultation and other forms of crisis intervention for those in need.
- The goal of the Chaplaincy Program is to provide a trusted individual in whom department members, as well as citizens of the community, may confide or seek assistance concerning problem areas. In addition, the Program strives to establish and maintain an attitude of cooperation between the Department and the citizens of the community.
- The Colerain Police Department Chaplaincy Program is a voluntary program authorized by the Chief of Police and the Colerain Township Board of Trustees. Volunteers are not compensated for their efforts or services. Volunteers are primarily assigned to law enforcement-related community service functions. They can also be used as a resource in emergencies and large-scale special events.
- Police Chaplains are not commissioned officers.
- The Police Chaplains are not involved in day-to-day delivery of law enforcement services. Their duties do not require the status of a sworn officer, and their level of training does not warrant a commission, nor are they assigned duties requiring sworn officer status.
- The Colerain Department Chaplain may be asked to respond to the immediate needs of the community. Police Chaplains will also be available to provide spiritual counseling and guidance to all members of the department and their families who request such services. Police Chaplains are not intended to replace any member benefits such as the Employee Assistance Program.
- All Police Chaplains must possess the ability to work with all members of the public. Police Chaplains shall maintain and display high moral standards and treat all persons with respect and dignity. Police Chaplains will not discriminate in any way.
- When requested, the Police Chaplain will give counsel to persons involved in crisis events. The Police Chaplain will seek to exert an influence of calm and stability in the midst of situations charged with unusual stress and potential explosiveness. It is understood that the Police Chaplain should be available for follow-up counseling if it is...
POSITION TITLE
Chaplain

STATUS
Volunteer

REPORTS TO
Police Chief

Salary Range:
N/A

SUPERVISES
N/A

Minimum Education:
H.S Diploma/GED

requested.

Some calls for which a chaplain's assistance may be needed are:

a) Family Crisis.
b) Emotional disturbances with significant trauma.
c) Attempted suicide or completed suicide.
d) Assistance with a death notification.
e) Crisis intervention for fatal or serious injury accidents.
f) Personal needs of police members and families.
g) Other areas as may be deemed appropriate.

CRITICAL SKILLS / EXPERTISE:

• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write correspondence. Ability to speak effectively before groups, employees, or the general public.

• Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

• The Chaplain must participate in the Police Department annual “in-service” training.

• Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

• Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership and communication skills. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public and police officers.

• Must have ability to defend one-self. Employee may rarely become involved in physical confrontation up to and including life-threatening situations.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

They shall possess a valid driver's license and should not have been convicted of any felony offense or any offenses involving moral turpitude.

PHYSICAL & MENTAL REQUIREMENT:

• While performing the duties of this job, the employee is frequently required to sit, talk and hear, and to reach with hands and arms.

• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

WORK ENVIRONMENT:

• The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable
POSITION TITLE
Chaplain

STATUS
Volunteer

REPORTS TO
Police Chief

Salary Range:
N/A

SUPERVISES
N/A

Minimum Education:
H.S Diploma/GED

accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

SIGNATURE

PRINTED NAME

Revised on 12-14-2021
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**PURPOSE:**
Under the direct supervision of the Sergeant, the primary responsibility of all DARE Officers is to educate the community on the importance of Drug and Alcohol resistance.

**SCOPE:**
Protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a DARE Officer must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintain certification through DARE America. Required updates and recertification classes provided by DARE America.
- Demonstrate the ability to interact with and relate to children.
- Refrain from sexual, racial, stereotypical, or inappropriate and insensitive remarks.
- Demonstrate the ability to work well with parents, teachers and school administrators.
- Give presentations as scheduled at local schools.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**
- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**EDUCATION, LICENSING & CERTIFICATION**
High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification. DARE Officer must have a minimum of two (2) years, uniformed, street experience. Successful completion of DARE
**POSITION TITLE**
DARE Officer

**STATUS**
Full time – Non Exempt

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**REQUIREMENT:**
Officer course.

**PHYSICAL & MENTAL REQUIREMENT:**
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**
- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**
I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
POSITION TITLE
Field Training Coordinator

STATUS
Full time – Non Exempt

REPORTS TO
Chief of Police

Salary Range:
Per CBA

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
Under the direct supervision of the Chief of Police, the Field Training Coordinator is responsible for the training and assigning all Field Training Officers and Sergeants.

SCOPE:
To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

ESSENTIALS ROLES & RESPONSIBILITIES:
As the essential job functions of their positions, the Field Training Coordinator of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

• Coordinate and assign all Field Training Officers in their daily responsibilities.
• Instruct and prepare the new hire to operate at a solo patrol level:
  • Teach the new hire the essential tasks of operating at a solo level.
  • Be able to identify strengths and weaknesses of the new hire.
  • Assist the new hire in overcoming their weaknesses.
  • Consistently test the new hire in the essential tasks.
• Prepare and submit reports documenting the progress of the new hire:
  • Write reports in a clear legible manner.
  • Be able to clearly articulate the progress of the new hire in writing.
  • Make recommendations as to the status of the new hire.
• Keep supervision informed as to the status of the new hire.
• Maintain communications with the Field Training Coordinator.
• Maintain communications with the shift sergeant.
• Maintain acceptable standards of conduct.
• Follow the direction of supervisors.
• Refrain from abusive and threatening conduct toward co-workers.
• Maintain the confidence and trust of peers, superiors and general citizenry.
• Self-disciplined, self-motivated and work independently of direct supervision.

CRITICAL SKILLS / EXPERTISE:

• Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
• Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
• Ability to get along with other employees.
• Ability to solve practical problems and deal with a variety of concrete variables in
**POSITION TITLE**
Field Training Coordinator

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Chief of Police

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- In accordance with hours scheduled by the Chief of Police. It is the employees’ obligation to have regular and predictable attendance.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Office.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.

- Officers must operate emergency vehicles under stressful conditions.

- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**

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

- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

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Revised on 12-14-2021
**POSITION TITLE**

Field Training Officer

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**SUPERVISES**

N/A

**PURPOSE:**

Under the direct supervision of the Field Training Coordinator, the Field Training Officer is responsible for the training of new officers hired by the department. Field Training Officers are also responsible for completing training reports outlining the progress of the new hire. The Field Training Officer position is an added position to the Patrol Officer position, thus requiring the Field Training Officer to perform all functions of the Patrol Officer as well as those outlined for the Field Training Officer.

**SCOPE:**

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

As the essential job functions of their positions, all Field Training Officers of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- Maintain communications with the shift sergeant.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and
**POSITION TITLE**  
Field Training Officer

**STATUS**  
Full time – Non Exempt

**REPORTS TO**  
Field Training Coordinator

**Salary Range:**  
Per CBA

**SUPERVISES**  
N/A

**Minimum Education:**  
H.S. Diploma/GED

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amounts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- In accordance with hours scheduled by the Chief of Police. It is the employees’ obligation to have regular and predictable attendance.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Office.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.
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Revised on 12-14-2021
**POSITION TITLE**  
Field Training Sergeant

**STATUS**  
Full time – Non Exempt

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**PURPOSE:**

Under the direct supervision of the Field Training Coordinator the Field Training Sergeant is responsible for the training of new sergeants promoted or hired by the department. Field Training Sergeants are also responsible for completing training reports outlining the progress of the new hire. The Field Training Sergeant position is an added position to the Patrol Sergeant position, thus requiring the Field Training Sergeant to perform all functions of the Patrol Sergeant as well as those outlined for the Field Training Sergeant.

**SCOPE:**

To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**

As the essential job functions of their positions, all Field Training Sergeants of Colerain Police Department must perform each of the following tasks as well as those tasks outlined in the Patrol Officer position description:

- Instruct and prepare the new hire to operate at a solo patrol level:
  - Teach the new hire the essential tasks of operating at a solo level.
  - Be able to identify strengths and weaknesses of the new hire.
  - Assist the new hire in overcoming their weaknesses.
  - Consistently test the new hire in the essential tasks.
- Prepare and submit reports documenting the progress of the new hire:
  - Write reports in a clear legible manner.
  - Be able to clearly articulate the progress of the new hire in writing.
  - Make recommendations as to the status of the new hire.
- Keep supervision informed as to the status of the new hire.
- Maintain communications with the Field Training Coordinator.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to
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practical situations.

- Ability to get along with other employees.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- In accordance with hours scheduled by the Chief of Police. It is the employees’ obligation to have regular and predictable attendance.

**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

Must currently have an associate’s degree from an accredited university/college or be in the process of actively obtaining an associate’s degree. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification. Requires a minimum of three years of experience as a police officer and one year as a Colerain Police Officer. Field Training Officer training course completion.

**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.
- Officers must operate emergency vehicles under stressful conditions.
- Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

Revised on 12-14-2021
<table>
<thead>
<tr>
<th>POSITION TITLE</th>
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<tbody>
<tr>
<td>Field Training Sergeant</td>
<td>Full time – Non Exempt</td>
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<td>REPORTS TO</td>
<td>Salary Range:</td>
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<td>Field Training Coordinator</td>
<td>Per CBA</td>
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<td>SUPERVISES</td>
<td>Minimum Education:</td>
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<tr>
<td>N/A</td>
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SIGNATURE

PRINTED NAME

Revised on 12-14-2021
The special investigators will work in cooperation with the patrol and community policing efforts of the Colerain Police Department. The investigator(s) will conduct follow-up plain-clothes investigations on reported/non-reported problems, and/or crimes to include the proper closure, arrest and adjudication.

The Special Investigative Unit will collect and process evidence, provide testimony and protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, an investigator must perform each of the following tasks. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Investigates any and all cases assigned by the Investigative Sergeant, Support Services Commander, or Chief of Police, including but not limited to, any criminal offense not closed by arrest at the time of occurrence to ensure a complete, thorough, timely investigation.
- Patrol assigned areas in an unmarked vehicle as a plain clothes officer in the conduct of patrol activities; enforces criminal code, maintains surveillance as required to preserve the rights of all citizens.
- Within three working days contact any and all complainants in cases that they are assigned and continue to keep those person(s) updated on the status of the case. This includes, but is not limited to, writing letters periodically with pertinent case information to ensure that crime victims are kept informed of the status of the investigation.
- Thoroughly maintains and processes any and all evidence that has been turned over and utilizes those resources available from other departments that would aid in enhancing the value of the evidence within 72 hours.
- Perform various law enforcement related functions such as undercover investigation, covert investigations by surveillance, infiltrating unlawful groups and operations, and securing information by means of covert identity.
- Develops and manages all Confidential Informants, as well as maintaining complete and accurate reports and records pertaining to same to aid in obtaining information for the investigation and successful prosecution of offenders.
- Acquires and/or assembles legally acceptable photo lineups for use in the identification of suspects involved in criminal activity.
- Responds and assists other investigative units that request assistance such as Ohio Department of Public Safety (Liquor Control), DART, Cincinnati Police Street Corner, Hamilton County Regional Enforcement Narcotics Unit (RENU), or any other additional law enforcement agency requesting assistance, while maintaining a professional attitude and image.
- Assists/coordinates with the patrol any bulletins and other pertinent information needed to enhance the performance of both divisions improving operational efficiency of the department.
- Maintains complete and concise case files neatly and accurately prepared that will help
**POSITION TITLE**
Special Investigative Unit

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Investigative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

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ensure proper court presentation and reflect positively on the department as a whole.

- In addition to the responsibilities listed above, must maintain an acceptable level of competence, professionalism, and abilities to perform duties outlined in the police officer job description. Acknowledging the fact that a police officer’s duties supersede those of preferred assignment.
- Maintain acceptable standards of conduct.
- Ability to get along with other employees.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Perform other related duties as required.

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**CRITICAL SKILLS / EXPERTISE:**

- High school diploma or equivalent and Ohio Peace Officer Training Academy (O.P.O.T.A.) certified and specific training related to the undercover investigative function.
- Requires strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies.
- Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public. Develop and maintain working relationships with associates, superiors and general public. Build working relationships with outside agencies to collect and share data and criminal activity.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain effective working relationships with Township’s senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.

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**EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:**

- A valid state driver’s license. Must be bondable. Must maintain Ohio Peace Officers Academy (OPOTA) certification.

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**PHYSICAL & MENTAL REQUIREMENT:**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
- The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.
- Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.
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- Ability to define problems, collect data, establish facts, and draw valid conclusions. Must possess ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Meet O.P.O.T.A. yearly firearm standards. Will be issued and must use handcuffs, police communication equipment, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws. Evidence Collection Items; Protection Equipment for Blood Bourne Pathogens; Fingerprint Equipment; Photography Equipment, Tape Recorder.

**WORK ENVIRONMENT:**

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

- In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that this is an accurate and fair description of my position. This job description is meant to be a summary of the primary responsibilities of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time as needed.

**SIGNATURE**

**PRINTED NAME**

Revised on 12-14-2021
**POSITION TITLE**
Traffic Safety Officer

**STATUS**
Full time – Non Exempt

**REPORTS TO**
Investigative Sergeant

**Salary Range:**
Per CBA

**SUPERVISES**
N/A

**Minimum Education:**
H.S. Diploma/GED

**PURPOSE:**
Under the direct supervision of the Investigative Sergeant, the primary responsibility of a Traffic Safety Officer is to protect the lives and property of the people of the Colerain Township, to enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**SCOPE:**
To protect the lives and property of the people of the Colerain Township, enforce the laws of the state and the ordinances of the Township and to serve the people in whatever way necessary within the scope of their particular assignment.

**ESSENTIALS ROLES & RESPONSIBILITIES:**
As the essential job functions of their positions, all Patrol Officers, including the Traffic Safety Officer, of Colerain Police Department must perform each of the following tasks:

- Enforce traffic laws.
- Monitor high accident areas and provide selective enforcement in these areas.
- Investigate auto accidents including: Serious injury accidents (both non-fatalities and fatalities), Hit/ Skip accidents (and provide patrol reports and dispatched reports), and Pedestrian accidents.
- Driving Under Suspension (DUS) reports.
- Observing traffic flow for violations and issuing warnings or citations to violators in an effort to reduce auto accidents and traffic congestion.
- Observing erratic driving, conducting field sobriety tests, and making DUI arrests, when appropriate, to ensure the safety of persons on Township roadways.
- Maintain driving records for the State of Ohio for return of drivers license / plates to the State.
- Keep updates of the laws from the license intervention program.
- Investigate abandon / junk vehicles.
- Basic knowledge of camera equipment, used for auto accident photographs.
- Maintain acceptable standards of conduct.
- Follow the direction of supervisors.
- Refrain from abusive and threatening conduct toward co-workers.
- Maintain the confidence and trust of peers, superiors and general citizenry.
- Self-disciplined, self-motivated and work independently of direct supervision.

**CRITICAL SKILLS / EXPERTISE:**

- Strength in inter-personal skills as well as the ability to work independently. Must possess leadership skills and knowledge of current law enforcement strategies. Requires ability to handle stressful situations and exhibit compassion and good judgment when dealing with the public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups, employees, or the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of basic algebra and geometry. Ability to calculate figures and amounts and to apply concepts such as fractions, percentages, ratios, and proportions to

Revised on 12-14-2021
POSITION TITLE
Traffic Safety Officer

STATUS
Full time – Non Exempt

REPORTS TO
Investigative Sergeant

Salary Range:
Per CBA

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

practical situations.

• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

• Ability to get along with other employees.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:
High school diploma or equivalent. A valid state driver’s license. Must be bondable. Must maintain an Ohio Peace Officer’s Training Academy (OPOTA) certification. Level I and Level II Crash Investigation School. ADAP Certified: Intoxilyzer Certified: Radar/Laser Certified.

PHYSICAL & MENTAL REQUIREMENT:
• While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.

• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk on foot over rough terrain at varying degrees of slope.

• Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life-threatening situations.

• Officers must operate emergency vehicles under stressful conditions.

• Officers must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Officers are provided the use of handcuffs, IMPACT weapon, mace, Taser, police communication equipment, gun belt, personal computers and RCIC system, proper use of a flashlight and the operation of a police vehicle under routine and emergency conditions within local and state laws.

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

• In accordance with hours scheduled by the Chief of Police, it is the employees’ obligation to have regular and predictable attendance

EMPLOYEE ACKNOWLEDGEMENT:
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SIGNATURE

PRINTED NAME

Revised on 12-14-2021
POSITION TITLE
Laborer

STATUS
Full time – Non Exempt

REPORTS TO
Director of Public Services

Salary Range:
Per CBA

SUPERVISES
N/A

Minimum Education:
H.S. Diploma/GED

PURPOSE:
The Laborer is responsible for performing semi-skilled building maintenance at the Public Services Department garage and offices, police offices, and senior center.

SCOPE:
Maintenance of Township grounds and internal buildings.

ESSENTIALS ROLES & RESPONSIBILITIES:
May include all duties but not limited to:

• Dust.
• Wax.
• Clean desks, file cabinets, and other furniture.
• Maintain walls.
• Maintain fixtures.
• Wash or sweep windows, walls, floors, doors (from ground level).
• Maintain sidewalks.
• Clean restrooms.
• Keep paper supply container filled.
• Empty trash cans.
• Raise flag.
• Sweep and shovel.
• Salt walkways or snow and ice.
• Manual labor incidental to the operation to which assigned.
• Trims grass and bushes.
• Paint, wash, and wax equipment.
• Pick up paper and other debris from grounds such as park, yards, around buildings.
• Wash dishes.
• Clean appliances.

CRITICAL SKILLS / EXPERTISE:

• Skill and care in the operation of tools used.
• Knowledge of building maintenance methods.
• Ability to develop and maintain effective working relationships with associates.
• Ability and willingness to perform physical labor and work under occasional adverse weather conditions.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENT:

• A valid state issued driver’s license. To be on call 24 hours per day for snow emergencies and to work at other than regular hours when needed to perform the duties of the position.

PHYSICAL & MENTAL REQUIREMENT:

• While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls, and to reach with hands and arms.
• The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Specific vision abilities required by this job include close vision.

Revised on 12-14-2021
and the ability to adjust focus. Must be able to kneel, bend at the waist, and work in a standing position for long periods.

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