



COUNTY OF YORK

*Robert L. Andrews
Vice-Chairperson
District 1*

*Richard R. Dutremble
District 2*

*Allen R. Sicard
Chairperson
District 3*

*Donna L. Ring
District 4*

*Richard Clark
District 5*

45 Kennebunk Road
Alfred, Maine 04002

(207) 459-2313
Fax (207) 324-9494
YC-Commish@yorkcountymaine.gov

*Gregory T. Zinser
County Manager*

*Kathryn A. Dumont
Assistant to the Manager*

*Linda M. Corliss
Deputy County Manager
Human Resource Director*

*Lorene B. Lemieux
Finance Director*

December 19, 2022

TO: Greg Zinser – County Manager
FROM: Linda M. Corliss – Deputy County Manager/H.R. Director
RE: Re-organization of the Fire Instructor and Hazmat Teams

In conjunction with the YC Fire Administrator, human resources have conducted a review of the current job descriptions associated with the fire instructors and hazmat team members. Looking towards the future of the organization, I support Rod in his proposal to reconfigure and reduce the Fire Instructor and Hazmat Team series of job descriptions.

Proposal

- A) Reconfigure the Fire Instructor job descriptions into a Public Safety Instructor.
 1. Reconfigure the Fire Instructor I and II job descriptions into a Public Safety Instructor series.
 2. This provides more flexibility in hiring instructors for current (Fire/EMS) and prepares us for expanding instructor roles (law enforcement, corrections, etc.) once the training center comes on-line.
 3. Create job descriptions that can cover a broad range of public safety and first responder instructional requirements.
 4. Workforce Development. Maintain a high level of professional instructors in an already understaffed workforce often competing for per diem jobs.

NEW Job Description	Proposed Rate	REPLACED Job Description
Public Safety Instructor I	\$18.00	Fire Instructor I
Public Safety Instructor II	\$20.00	Fire Instructor II
Public Safety Instructor III	\$22.00	NEW
Chief Public Safety Instructor	\$26.00	NEW

B) Reduce the number of HAZMAT Team job descriptions from 7 into 4.

1. Consolidate the HAZMAT team job descriptions and create a series that is more adaptable to current and future needs.
2. Consolidation will increase efficiency, flexibility, and supervision.

NEW Job Description	Proposed Rate	REPLACED Job Description
Hazmat Responder	\$18.00	Hazmat Generalist & Operator
Hazmat Technician I	\$24.00	Hazmat Technician
Hazmat Technician II	\$26.50	Hazmat Equip. Officer, Planning, Training
Chief Hazmat Technician	\$27.00*	Hazmat Team Chief

We are seeking a Monday, January 2, 2023, effective date.



County of York

Emergency Management Agency
Office of Fire & EMS Assistance

Position: Chief Public Safety Instructor
Status: Reserve
FLSA: Hourly, Non-Union.
Rate of Pay: \$26.00
Reports to: Chief Fire Administrator.

SUMMARY

This is a multi-disciplinary, multi-tasking managing and coordinating position. A Chief Public Safety Instructor coordinates functions associated with the training and education of public safety occupations. Such as; law enforcement, fire protection, emergency medical, communications, special operations and other skills associated with first responders. The incumbent will be assigned duties and responsibilities based on qualifications and certifications achieved in a public safety specialty. Duties assigned may be in providing direct instruction to students, coordinating instructor activities, managing the execution, analyzing, and developing training and educational programs.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures.
- Acts as a role model within and outside the work environment.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services.
- Consistently reports to work on time prepared to perform duties of position.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Must be able to work within a team.

Chief Public Safety Instructor

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Attainment of the requirements of a Public Safety Instructor II and III are required for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Those duties were assigned to Public Safety Instructor II and III.
- Manage basic resources and the records and reports essential to the instruction process.
- Conduct training and educational needs assessments and analysis.
- Evaluate training programs for effectiveness and relativity.
- Prepare reports on program effectiveness and needs.
- Design programs of instruction.
- Convert job qualification requirements into learning objectives.
- Schedule instructional sessions and resources.
- Develop, review, and adapt instructional materials.

SUPERVISORY RESPONSIBILITIES

- This is a supervisory position. The incumbent will be assigned to supervisory duties within the individual's public safety occupational field.

EDUCATION and/or EXPERIENCE

- High School graduate or equivalent.
- Qualification, certification, or license in an approved public safety occupation required.
- Qualification to a supervisory level in an approved public safety occupation is desired.
- Instructor qualification or certification recognized by the Maine Criminal Justice Academy, Maine Fire Service Institute, Maine Bureau of Emergency Medical Services, or other approved qualifying body is required.
- An advanced instructor certification is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES

Chief Public Safety Instructor

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.

-Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner.

-Interpersonal skills to communicate with the student, staff, faculty, and public in a courteous and professional manner.

-Skill in emergency operations.

-Ability to deliver instructional presentations.

-Ability to make timely decisions appropriate to the situation, circumstances, and facts at hand.

-Ability to deal in a fair and courteous manner with a variety of individuals.

-Ability to drive and operate emergency vehicles.

-Ability to provide instruction and evaluate students.

-Ability to provide didactic and cognitive training instruction.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the public.

REASONING ABILITY

Incumbents must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certification in a public safety occupational field is required.
- Certification as an instructor is required.
- Valid driver's license required.
- National Incident Management System, ICS 300 and 400, desired.

Chief Public Safety Instructor

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employees may be assigned to duties that may require medical clearance by a county physician, and/or compliance with Medical Surveillance Program per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website: www.yorkcountymaine.gov All

Applications and Resumes should be submitted to:

York County Human Resources

Attn: Linda Corliss

45 Kennebunk Road Alfred,

ME 04002

Until position is filled.

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County of York

Emergency Management Agency
Office of Fire & EMS Assistance

Position: HAZMAT Responder.
Status: Reserve
FLSA: Hourly, Non-Union.
Rate of Pay: \$18.00
Reports to: Chief Technician, or designee.

SUMMARY

A Hazardous Materials Responder responds to hazardous materials incidents as part of a response team, providing logistical, transportation, communications, technical, maintenance, administrative or other support to the team.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

HAZMAT Responder

HAZMAT Responders are part of the initial response to the site of a release or potential release of a hazardous substance. They provide logistical support to the team during the incident.

SUPERVISORY RESPONSIBILITIES

This is a non-supervise position.

EDUCATION and/or EXPERIENCE

High School graduate or equivalent required.

HAZMAT Awareness-level Responder qualification required (NFPA 1072).

Operations-level (NFPA 1072) qualification desired.

Public safety experience desired.

Knowledge of OSHA 1910.120 desired.

Maine Basic Firefighter qualification desired.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Incumbent must possess the ability to interpret written reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.

HAZMAT Responder

- Emergency Vehicle Operator.
- Hazardous Materials Awareness.
- NIMS – ICS 100, 200 and 800 required.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website: www.yorkcountymaine.gov All

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ME 04002

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County of York
Emergency Management Agency
Office of Fire & EMS Assistance

Position: HAZMAT Technician II (Supervisor)
Status: Reserve
FLSA: Hourly, Non-Union.
Rate of Pay: \$26.50
Reports to: Chief Technician or designee.

SUMMARY

A Hazardous Materials Technician II responds to hazardous materials incidents as part of a response team. A risk-based reasons process is used to analyze problems involving HAZMAT, select decontamination procedures and control release using specialized equipment. A Technician II may be assigned supervisory duties over areas of planning, operations, equipment maintenance, or training.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

HAZMAT Technician II

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- HAZMAT Technicians respond to releases or potential releases to stop the release. They approach the point of release to plug, patch or otherwise stop the release of a hazardous substance.
- Implement an emergency response plan.
- Classify, identify, and verify known and unknown materials using field survey instruments and equipment.
- Function within an incident command system.
- Select and use proper specialized equipment.
- Assess risks and hazards.
- Perform advanced control, contamination, confinement operations with available resources and personal protection equipment.
- Understands basic chemical and toxicological terminology and behaviors.
- Qualification as a HAZMAT Response Technician in accordance with OSHA 1910.120.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. This position may perform a leadership role at a HAZMAT incident and may have responsibility for leading team actions. The incumbent will be assigned to supervisory duties in areas such as but not limited to, equipment maintenance, operations and preparedness, personnel training, etc.

EDUCATION and/or EXPERIENCE

Public safety experience desired.

HAZMAT Technician qualification required (NFPA 1072).

Knowledge of OSHA 1910.120 necessary.

Maine Basic Firefighter qualification desired.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.

HAZMAT Technician II

HAZMAT Technician-Specialists are responders who are subject matter experts within the organization. Such specialty might be; tank car, cargo tank, intermodal tank, marine tank, flammable bulk-storage (gas or liquid) or radiological materials. (NFPA 472, 475 and 1072 refers.)

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid driver's license.
- Emergency Vehicle Operator.
- NIMS – ICS 100, 200, 300 and 800 required.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website: www.yorkcountymaine.gov All Applications and Resumes should be submitted to:

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Resources Attn: Linda Corliss

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County of York

Emergency Management Agency Office of Fire & EMS Assistance

Position:	Public Safety Instructor I (non-certified).
Status:	Reserve
FLSA:	Hourly, Non-Union.
Rate of Pay:	\$18.00
Reports to:	Public Safety Instructor III.

SUMMARY

This is a multi-disciplinary, multi-tasking instructor position. A Public Safety Instructor I perform various functions associated with the training and education of public safety occupations. Such as; law enforcement, fire protection, emergency medical, communications, special operations and other skills associated with first responders. The incumbent will perform instructor duties under the guidance of a Public Safety Instructor II. Instructor assignments will be based on qualifications and certifications achieved in a approved public safety specialty.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures.
- Acts as a role model within and outside the work environment.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services.
- Consistently reports to work on time prepared to perform duties of position.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Must be able to work within a team.

Public Safety Instructor I

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimal qualifications to be hired are certification, qualification, or license in an approved public safety occupation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage basic resources and the records and reports essential to the instruction process.
- Assemble course materials.
- Prepare training records and reports.
- Prepares and processes requests for training resources.
- Schedule instructional sessions.
- Review and adapt prepared instructional materials.
- Deliver instructional sessions using prepared course materials.
- Organize the learning environment, laboratory, or outdoor learning environments.
- Use instructional media, props, equipment, and materials to present prepared lesson plans.
- Adjust presentations to students' different learner and characteristics, abilities, and behaviors.
- Operate and use audiovisual equipment and demonstration devices.
- Administer and grade student evaluation instruments.
- Deliver oral, written, or performance tests.
- Grade students' oral, written, or performance tests.
- Report test results.
- Provide examination feedback to students.

SUPERVISORY RESPONSIBILITIES

- This is not a supervisory position. However, the incumbent may be assigned to leadership, coaching, evaluating and mentoring roles while performing as part of an instructor cadre.

EDUCATION and/or EXPERIENCE

- High School graduate or equivalent.
- Qualification, certification, or license in an approved public safety occupation.
- Prior law enforcement, corrections, fire protection, 911 dispatch or EMS experience desired.

Public Safety Instructor I

To advance in this grade, additional instructor certification recognized by the Maine Criminal Justice Academy, Maine Fire Service Institute, Maine Bureau of Emergency Medical Services, or other recognized qualifying body must be obtained.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.

- Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner.
- Interpersonal skills to communicate with the student, staff, faculty, and public in a courteous and professional manner.
- Skill in emergency operations.
- Ability to deliver instructional presentations.
- Ability to make timely decisions appropriate to the situation, circumstances, and facts at hand.
- Ability to deal in a fair and courteous manner with a variety of individuals.
- Ability to drive and operate emergency vehicles.
- Ability to provide instruction and evaluate students.
- Ability to provide didactic and cognitive training instruction.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to interpret written reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the public.

REASONING ABILITY

Incumbents must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Public Safety Instructor I

- Certification in a public safety occupational field.
- Valid driver's license required.
- National Incident Management System, ICS 100, 200 and 700, required.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employees may be assigned to duties that may require medical clearance by a county physician, and/or compliance with Medical Surveillance Program per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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Attn: Linda Corliss

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ME 04002

Until position is filled.

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County of York
Emergency Management Agency
Office of Fire & EMS Assistance

Position: Public Safety Instructor III
Status: Reserve
FLSA: Hourly, Non-Union.
Rate of Pay: \$22.00
Reports to: Chief Public Safety Instructor.

SUMMARY

This is a multi-disciplinary, multi-tasking supervisory position. A Public Safety Instructor III supervises various functions associated with the training and education of public safety occupations. Such as; law enforcement, fire protection, emergency medical, communications, special operations and other skills associated with first responders. The incumbent will be assigned supervisory duties and responsibilities based on qualifications and certifications achieved in a public safety specialty. Duties assigned may be providing direct instruction to students, supervising the execution, and organizing delivery of training and educational programs.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures.
- Acts as a role model within and outside the work environment.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services.
- Consistently reports to work on time prepared to perform duties of position.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Must be able to work within a team.

Public Safety Instructor III

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Attainment of the requirements of a Public Safety Instructor II are required for this position. Qualification to a supervisory level in an approved public safety occupation is desired.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage basic resources and the records and reports essential to the instruction process.
- Assemble course materials.
- Prepare training records and reports.
- Prepare requests for training resources.
- Schedule instructional sessions and resources.
- Assign instructors to instructional sessions.
- Develop, review, and adapt instructional materials.
- Deliver instructional sessions using prepared course materials.
- Organize the learning environment, laboratory, or outdoor learning environments.
- Use instructional media and materials to develop, prepare, and deliver lesson plans.
- Adjust presentations to students' different learner and characteristics, abilities, and behaviors.
- Operate and use audiovisual equipment and demonstration devices.
- Administer and grade student and instructor evaluation instruments.
- Develop and deliver oral, written, or performance tests for students.
- Grade students' oral, written, or performance tests.
- Report test results.
- Provide examination feedback to students.
- Develop and use evaluation criteria for instructors.
- Provide evaluation feedback to instructors.

SUPERVISORY RESPONSIBILITIES

- This is a supervisory position. The incumbent will be assigned to supervisory duties within the individual's public safety occupational field.
-

EDUCATION and/or EXPERIENCE

- High School graduate or equivalent.

Public Safety Instructor III

- Qualification, certification, or license in an approved public safety occupation required.
- Qualification to a supervisory level in an approved public safety occupation is desired.
- Instructor qualification or certification recognized by the Maine Criminal Justice Academy, Maine Fire Service Institute, Maine Bureau of Emergency Medical Services, or other approved qualifying body is required.
- An advanced instructor certification is desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.

- Knowledge of firefighting and rescue methods, and fire department practices.
- Knowledge of fire science.
- Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner.
- Interpersonal skills to communicate with the student, staff, faculty, and public in a courteous and professional manner.
- Skill in fire ground operations.
- Ability to deliver instructional presentations.
- Ability to make timely decisions appropriate to the situation, circumstances, and facts at hand.
- Ability to deal in a fair and courteous manner with a variety of individuals.
- Ability to drive and operate emergency vehicles.
- Ability to provide instruction and evaluate students.
- Ability to provide didactic and cognitive training instruction.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the public.

REASONING ABILITY

Incumbents must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must

Public Safety Instructor III

possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certification in a public safety occupational field is required.
- Certification as an instructor is required.
- Valid driver's license required.
- National Incident Management System, ICS 300 and 400, desired.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employees may be assigned to duties that may require medical clearance by a county physician, and/or compliance with Medical Surveillance Program per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website: www.yorkcountymaine.gov All

Applications and Resumes should be submitted to:

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Until position is filled.

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County of York
Emergency Management Agency
Office of Fire & EMS Assistance

Position: Chief HAZMAT Technician
Status: Reserve
FLSA: Hourly, Non-Union.
Rate of Pay: \$27.00
Reports to: Chief Fire Administrator.

SUMMARY

This position is responsible for assisting the Fire Administrator in managing, organizing, and coordinating all Hazardous Materials Response Team activities. Oversees team training, medical readiness, incident pre-planning, logistics, recruiting, equipment maintenance and inventory. Provides community out-reach to local businesses, emergency response agencies and local governments.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

QUALIFICATIONS 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.

HAZMAT Chief Technician

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to manage, lead and motivate employees to a common goal.

Ability to utilize records management systems.

Knowledgeable of Maine Bureau of Labor Standards requirements as pertinent to HAZMAT first responders.

Develop training plans and programs.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. This position carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance addressing complaints and resolving problems. Current on industry standards, Federal and State regulations, and laws.

Oversees the day-to-day administration, operations and readiness of team equipment and personnel. Ensure operating procedures are current.

Participates in a rotational on-call schedule. Supervises and coordinates team call-outs. Liaison with local incident commanders. Fits into an Incident Command System as the Hazardous Materials Section Officer or on-scene HAZMAT Officer.

EDUCATION and/or EXPERIENCE

Public safety supervisory experience required. Experience as a Chief Fire Officer or Senior Line Officer required. Fire Officer III (NFPA 1021) certification desired.

HAZMAT Technician certification required (NFPA 1072). Qualification as a HAZMAT Incident Commander highly desired. Firefighter II (NFPA 1001) certification required. Knowledge of OSHA 1910.120 necessary. 5-years' experience as a HAZMAT Team member required.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy.

HAZMAT Chief Technician

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid Maine driver's license.
- Emergency Vehicle Operator.
- Hazardous Materials Technician.
- NIMS – ICS 100, 200, 300, 400, and 800.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds while wearing personal protective clothing and self-contained breathing apparatus. Specific vision abilities required by this job include close vision, and ability to adjust focus. Employee must be medically cleared by the County's physician annually. Compliance with Respirator Protection Program is a mandatory requirement per OSHA 1910-120 and Maine BLS Compliance Directive 8-05.

WORK ENVIRONMENT

HAZMAT Chief Technician

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

Applications for this position can be picked up at the York County Management building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website: www.yorkcountymaine.gov All Applications and Resumes should be

submitted to:

York County Human
Resources Attn: Linda
Corliss

45 Kennebunk Road
Alfred, ME 04002

Until position is filled.

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County of York
Emergency Management Agency
Office of Fire & EMS Assistance

Position: HAZMAT Technician I
Status: Reserve
FLSA: Hourly, Non-Union.
Rate of Pay: \$24.00
Reports to: Chief Technician or designee.

SUMMARY

A Hazardous Materials Technician I responds to hazardous materials incidents as part of a response team. A risk-based reasons process is used to analyze problems involving HAZMAT, select decontamination procedures and control release using specialized equipment.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations
- Must be able to work within a team

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HAZMAT Technician I

ESSENTIAL DUTIES AND RESPONSIBILITIES

- HAZMAT Technicians respond to releases or potential releases to stop the release. They approach the point of release to plug, patch or otherwise stop the release of a hazardous substance.
- Implement an emergency response plan.
- Classify, identify, and verify known and unknown materials using field survey instruments and equipment.
- Function within an incident command system.
- Select and use proper specialized equipment.
- Assess risks and hazards.
- Perform advanced control, contamination, confinement operations with available resources and personal protection equipment.
- Understands basic chemical and toxicological terminology and behaviors.
- Qualification as a HAZMAT Response Technician in accordance with OSHA 1910.120.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position. However, this position will have a leadership role at a HAZMAT incident and may have responsibility for leading team actions.

EDUCATION and/or EXPERIENCE

Public safety experience desired.

HAZMAT Technician qualification required (NFPA 1072).

Knowledge of OSHA 1910.120 necessary.

Maine Basic Firefighter qualification desired.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.

HAZMAT Technician-Specialists are responders who are subject matter experts within the organization. Such specialty might be; tank car, cargo tank, intermodal tank, marine

HAZMAT Technician I

tank, flammable bulk-storage (gas or liquid) or radiological materials. (NFPA 472, 475 and 1072 refers.)

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must hold a valid driver's license.
- Emergency Vehicle Operator.
- NIMS – ICS 100, 200, 300, and 800 required.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employee must be medically cleared by the employer's physician annually. Compliance with Medical Surveillance Program is a mandatory requirement per OSHA 1910-120.

WORK ENVIRONMENT

HAZMAT Technician I

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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County of York

Emergency Management Agency
Office of Fire & EMS Assistance

Position: Public Safety Instructor II (certified).
Status: Reserve
FLSA: Hourly, Non-Union.
Rate of Pay: \$20.00
Reports to: Public Safety Instructor III.

SUMMARY

This is a multi-disciplinary, multi-tasking instructor position. A Public Safety Instructor II performs functions associated with the training and education of public safety occupations at all levels. Such as; law enforcement, fire protection, emergency medical, communications, special operations and other skills associated with first responders. The incumbent may be assigned the lead instructor for delivery of various courses. Instructor assignments will be based on qualifications and certifications achieved in an approved public safety specialty.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures.
- Acts as a role model within and outside the work environment.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services.
- Consistently reports to work on time prepared to perform duties of position.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Must be able to work within a team.

Public Safety Instructor II

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimal qualifications to be hired require certification, qualification, or license in an approved public safety occupation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage basic resources and the records and reports essential to the instruction process.
- Assemble course materials.
- Prepare training records and reports.
- Prepare requests for training resources.
- Schedule instructional sessions.
- Review and adapt prepared instructional materials.
- Deliver instructional sessions using prepared course materials.
- Organize the learning environment, laboratory, or outdoor learning environments.
- Use instructional media, props, equipment, and materials to present prepared lesson plans.
- Adjust presentations to students' different learner and characteristics, abilities, and behaviors.
- Operate and use audiovisual equipment and demonstration devices.
- Administer and grade student evaluation instruments.
- Deliver oral, written, or performance tests.
- Grade students' oral, written, or performance tests.
- Report test results.
- Provide examination feedback to students.

SUPERVISORY RESPONSIBILITIES

- This is not a supervisory position. However, the incumbent will be required to provide guidance and coaching to Public Safety Instructor I's and students.

EDUCATION and/or EXPERIENCE

- High School graduate or equivalent.
- Qualification, certification, or license in an approved public safety occupation.
- Prior law enforcement, corrections, fire protection, 911 dispatch or EMS experience desired.

- Instructor qualification or certification recognized by the Maine Criminal Justice Academy, Maine Fire Service Institute, Maine Bureau of Emergency Medical Services, or other approved qualifying body is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES

This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy. Must be able to work calmly under stressful situations.

- Knowledge of firefighting and rescue methods, and fire department practices.
- Knowledge of fire science.
- Skills to demonstrate use and maintenance of equipment and tools in a safe and correct manner.
- Interpersonal skills to communicate with the student, staff, faculty, and public in a courteous and professional manner.
- Skill in fire ground operations.
- Ability to deliver instructional presentations.
- Ability to make timely decisions appropriate to the situation, circumstances, and facts at hand.
- Ability to deal in a fair and courteous manner with a variety of individuals.
- Ability to drive and operate emergency vehicles.
- Ability to provide instruction and evaluate students.
- Ability to provide didactic and cognitive training instruction.

LANGUAGE SKILLS

In the English language, the incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the public.

REASONING ABILITY

Incumbents must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certification in a public safety occupational field is required.
- Certification as an instructor is required.
- Valid driver's license required.
- National Incident Management System, ICS 100, 200 and 700, required.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The incumbent will be subject to austere and stressful working conditions. Employees may be assigned to duties that may require medical clearance by a county physician, and/or compliance with Medical Surveillance Program per OSHA 1910-120.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be exposed to hazardous materials.

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