

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Regular Meeting of the Board of Trustees - August 22, 2023

1. **Opening of Meeting**
2. **Executive Session 6PM**
3. **Pledge of Allegiance 7PM**
4. **Meditation (Moment of Silence)**
5. **Approval of Minutes**
6. **Presentations**
 - a. Presentation on New Fire Station Construction by Chief Walls
7. **Public Hearings**
 - a. Public Hearing for Zoning Commission Case ZA2023-10, Text Amendment to Article 5 of the Zoning Resolution re: Violations and Penalties
8. **Citizens Address**
9. **Administrative Reports**
10. **Trustees' Report**
11. **New Business**
 - Public Safety**
 - a. Resolution Declaring Nuisance and Ordering Abatement
 - b. Resolution Declaring a Junk Motor Vehicle - 2733 Roosevelt Ave. - 1 of 2
 - c. Resolution Declaring a Junk Motor Vehicle - 10800 Invicta Circle - 2 of 2
 - d. Motion to Authorize the Township Administrator to Enter into a Capital Lease - Police Cruisers
 - Public Services**
 - a. Motion to Issue Request for Proposals regarding Street Tree Program
 - b. Motion to Approve Change Order - Tri-State Construction - US-27 Colerain Ave Bus Stop Project - \$25,465
 - c. Motion to Authorize Township Administrator to Execute Agreement with Strawser Construction for 2023 Cape Sealing for \$341,464.56
 - Development**
 - a. Motion to Set Public Hearing - Consent Decree for 8300 Colerain Avenue - Phantom Fireworks - for September 12, 2023 at 7PM
 - b. Motion to Authorize Township Administrator to Enter into Agreement with Port

of Greater Cincinnati Development Authority for Property Acquisitions

- c. Discussion and Potential Action - Facade Improvement Program
- d. Resolution Approving or Denying Zoning Commission Case ZA2023-10, Text Amendment to Article 5 of the Zoning Resolution re: Violations and Penalties

Administration

- a. Compensation Review of the Township Administrator
- b. Resolution to Amend Roster and Job Descriptions
- c. Resolution Authorizing the Adoption of Amended Appropriations

12. Old Business

13. Consent Items

- a. Promotion - Full-Time Firefighter/EMT - Department of Fire and EMS - Charles Graham - \$20.86 per hour
- b. New Hire - School Safety Officer - Police Department - William Nastold Sr. - \$35.00/hour
- c. New Hire - Police Officer - Police Department - Anthony Hatcher - \$40.38/hour
- d. New Hire - Police Officer - Police Department - Larry Jaycox - \$37.50/hour
- e. Contract - Zix - Office 365 - \$118 - 2 Months

14. Fiscal Office Report

15. Executive Session – if needed

16. Adjournment

PRESENTATIONS

Department: Fire
Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services

Presentation on New Fire Station Construction by Chief Walls

No action is requested of the Board.

Rationale:

Chief Walls will provide an update and overview on the construction of Station 26 and Station 102.

PUBLIC HEARINGS

Department: Development
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

Public Hearing for Zoning Commission Case ZA2023-10, Text Amendment to Article 5 of the Zoning Resolution re: Violations and Penalties

Recommend Holding a Public Hearing on Case ZA2023-10.

Rationale:

The Board of Trustees is required to hold a public hearing for text amendments received from the Zoning Commission before such amendments can be approved.



Receipt of Z.C.'s
Recommendation: Board of Trustees
Case # ZA2023-10
Request: Zoning Resolution Text
Amendment
Meeting Date: August 8, 2023
Prepared by: Jarrod Alig
Zoning Administrator

Request:

That the Colerain Township Board of Trustees accepts the following as their receipt of the Colerain Township Zoning Commission's recommendation of APPROVAL *with modifications*, for the proposed Text Amendment which was presented at a public hearing to the Colerain Township Zoning Commission on July 18, 2023, as case ZA2023-10 Text Amendment to *Article 5: Violations and Penalties*.

Furthermore, it is requested that the Colerain Township Board of Trustees would set a date to hold a public hearing on the matter for August 22, 2023.

Respectfully submitted for the Colerain Township Board of Trustees' consideration,

A blue ink signature of Jarrod Alig, consisting of a stylized first name and a last name that appears to be "Alig".

Jarrod Alig
Zoning Administrator

ZA2023-10

TEXT AMENDMENT

Case Packet Index

Staff Documents

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 - a. Option 1
 - b. Option 2
2. Staff Report

Supporting Evidence

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4. Neighboring Townships' Zoning Resolutions
 - a. Anderson
 - b. Crosby
 - c. Green
 - d. Delhi
 - e. Sycamore
 - f. Symmes
5. Hamilton County Municipal Court's Housing Docket Fee Schedule
6. List of applicable Ohio Revised Code
 1. *R.C. §505.74 Model or standard building code violations*
 2. *R.C. §505.99 Penalty*
 3. *R.C. §519.23 Prohibition against violating resolution*
 4. *R.C. §519.99 Penalty*
 5. *R.C. §2901.02 Classification of crimes*
 6. *R.C. §2901.23 Criminal liability of organizations*
 7. *R.C. §2901.24 Personal liability for organizational conduct*
 8. *R.C. §2929.24 Definite jail terms for misdemeanors*
 9. *R.C. §2929.27 Nonresidential sanctions – misdemeanor*
 10. *R.C. §2929.28 Financial sanctions – misdemeanor*
 11. *R.C. §2929.31 Fines for organizations by degree of offense*

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Case Summary

ZA2023-10

TEXT AMENDMENT

Department: Planning & Zoning

Zoning

Administrator: Jarrod Alig

Request: Zoning Text Amendment
Article: Article 5: Violations and Penalties
Sections(s): §5.3 Penalties (and §5.4 Remedies)
Meeting Date: July 18, 2023

Applicant & Request:

The Colerain Township Zoning Administrator is requesting the consideration and direction of the Colerain Township Zoning Commission regarding Staff's proposal of a text amendment to *Article 5: Violations and Penalties* of the *Colerain Township Zoning Resolution*.

Zoning Text Amendment "Option 1":

Staff is proposing to remove the word "minor" and add the word "criminal" within §5.3 *Penalties*.

(See *Option 1: Exhibit "A"*)

Zoning Text Amendment "Option 2":

In addition to the zoning text amendment listed above, Staff is proposing a substantial zoning text amendment to better encapsulate the penalties that are currently permitted by the Ohio Revised Code.

(See *Option 2: Exhibit "A"*)

Case Summary:

In 2014, the Colerain Township Planning & Zoning Department was given guidance to amend the Colerain Township Zoning Resolution. The basis for this guidance was that in order to have a violation placed upon the Hamilton County Municipal Court's Housing Docket, the Colerain Township Zoning Resolution had to clarify that any violation was a "criminal, *minor* misdemeanor offense". Accordingly, in 2014 a text amendment was proposed to add the word "minor" (but omitting "criminal") to the Colerain Township Zoning Resolution; this text amendment was approved by the Colerain Township Board of Trustees' Resolution 1-15.

Rational:

The attached staff report provides additional information for the basis of Staff's recommendation of the requested action as submitted subject to the above referenced conditions.

In August 2022, Staff met with the Judge assigned to the Hamilton County Municipal Court Housing Docket and asked what steps Colerain Township could take to achieve a higher success rate with regard to compliance with our Zoning Resolution. The response received was that among the impediments faced in the adjudication process, primary was the limited penalty that could be imposed by the Court due to the violation being classified solely as a “minor” misdemeanor.

Staff proposes the zoning text amendment in order to alleviate the restriction that exists upon the Hamilton County Municipal Court in adjudicating violations of the Colerain Township Zoning Resolution.

Staff Recommendation:

Staff recommends APPROVAL of the proposed text amendment.

Should the Colerain Township Zoning Commission entertain a motion to approve “Option 2”, then Staff will request a motion to draft a text amendment to specifically define the criteria that shall be used to differentiate between the various types of zoning resolution violations.

- A. Third Degree Zoning Violation
- B. Fourth Degree Zoning Violation
- C. Minor Zoning Violation

Rational:

The attached staff report provides additional information for the basis of Staff’s recommendation of the requested action as submitted subject to the above referenced conditions.

Option 1

Exhibit “A”

General Attachment Notice:

For ease of viewing, only those portions of the Zoning Resolution pertaining to the requests within the submitted application have been included within these attachments. The complete Zoning Resolution can be viewed online at: www.colerain.org

Proposed Text Amendments to Colerain Township Zoning Resolution

Words to be **DELETED** are [~~lined through~~]

Words to be **ADDED** are *italicized and underlined*

Article(s) to be amended:

Article 5: Violations and Penalties

Article 5: Violations and Penalties

§5.3 Penalties

Any person, firm or corporation violating any regulation, provision, amendment or supplement to this Zoning Resolution, or failing to obey any lawful order of the Colerain Township Zoning Administrator issued pursuant thereto, shall be deemed guilty of a [~~minor~~ *criminal*] misdemeanor and, upon conviction thereof, shall be fined not more than \$500.00 or the maximum amount allowed by the Ohio Revised Code. Each and every day during which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance or use continues may be deemed a separate offense. (Amended January 13, 2015)

Option 2

Exhibit “A”

General Attachment Notice:

For ease of viewing, only those portions of the Zoning Resolution pertaining to the requests within the submitted application have been included within these attachments. The complete Zoning Resolution can be viewed online at: www.colerain.org

Proposed Text Amendments to Colerain Township Zoning Resolution

Words to be **DELETED** are [~~lined through~~]

Words to be **ADDED** are *italicized and underlined*

Article(s) to be amended:

Article 5: Violations and Penalties

Article 5: Violations and Penalties

§5.3 Penalties

5.3.1 Persons Liable

The owner, tenant, or occupant of any building or land or part thereof and any architect, builder, contractor, agent, or other person who participates in, assists, directs, creates, or maintains any situation that is contrary to the requirements of the Colerain Township Zoning Resolution may be deemed responsible for said violation and may be subject to the penalties and remedies provided herein, and subject to the penalties and remedies provided within the Ohio Revised Code.

5.3.2 Organizational Liability and Penalties

A. Criminal liability of organizations

Pursuant to R.C. §2901.23, an organization is liable for and may be convicted of a violation of the Colerain Township Zoning Resolution under any of the following circumstances:

- 1. Any violation of the Colerain Township Zoning Resolution that is committed by an officer, agent, or employee of the organization*

acting in its behalf and within the scope of the officer's, agent's, or employee's office or employment; or,

- 2. Any violation of the Colerain Township Zoning Resolution that consists of an omission to discharge a specific duty imposed by law on the organization; or,*
- 3. Any violation of the Colerain Township Zoning Resolution that is authorized, requested, commanded, tolerated, or performed by the board of directors, trustees, partners, or by a high managerial officer, agent, or employee acting on behalf of the organization and within the scope of such a board's or person's office or employment.*

B. Personal liability for organizational conduct

Pursuant to R.C. §2901.23, An officer, agent, or employee of an organization as defined in §2901.23 of the Revised Code may be prosecuted for an offense committed by such organization, if they act with the kind of culpability required for the commission of the offense, and any of the following apply:

- 1. In the name of the organization or in its behalf, they engage in conduct constituting the offense, or causes another to engage in such conduct, or tolerates such conduct when it is of a type for which they have direct responsibility;*
- 2. They have a primary responsibility to discharge a duty imposed on the organization by law, and such duty is not discharged.*

C. When a person is convicted of an offense by reason of this section, they are subject to the same penalty as if they had acted on their own behalf.

5.3.3 Criminal Penalties

- A. Any person [~~firm or corporation~~] not acting as an officer, agent, or employee of an organization as defined in R.C. §2901.23 of the Revised Code violating any regulation, provision, amendment or supplement to this Zoning Resolution, or failing to obey any lawful order of the Colerain Township Zoning Administrator issued pursuant thereto, shall be deemed guilty of a [~~minor~~] *criminal* misdemeanor and, upon conviction thereof, shall be *subject to the penalties listed within R.C. §2929.24; and the fines listed with R.C. §2929.28, [~~fined~~]* not more than \$500.00, or the maximum amount allowed by the Ohio Revised Code.*
- B. Any person acting as an officer, agent, or employee of an organization as defined in R.C. §2901.23 violating any regulation, provision, amendment or supplement to this Zoning Resolution, or failing to obey any lawful order of the Colerain Township Zoning Administrator issued pursuant thereto, shall*

be deemed guilty of a criminal misdemeanor pursuant to R.C. 2901.24, and upon conviction thereof, shall be subject to the penalties listed within §2929.24, and shall be fined according to §2929.28.

- C. Any organization whose officer, agent, or employee of said organization as defined in R.C. §2901.23 is found guilty of violating the Colerain Township Zoning Resolution, shall be deemed to have also been found guilty, and shall be fined according to R.C. §2929.31, or the maximum amount allowed by the Ohio Revised Code.*

Nothing within this Zoning Resolution shall prevent the imposition of available civil sanctions against an organization convicted of an offense pursuant to R.C. §2901.23, either in addition to or in lieu of a fine imposed pursuant to this section.

Each and every day during which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance or use continues may be deemed a separate offense. (~~Amended January 13, 2015~~ *Date to be updated accordingly*)

5.3.4 Other penalties not precluded.

The imposition of the penalties herein prescribed shall not preclude the Colerain Township Board of Trustees or the Colerain Township Zoning Administrator, by and through the Colerain Township Attorney or the Hamilton County Prosecuting Attorney, from seeking any other penalties permitted by law.

§5.4 Remedies

5.4.1

In case any building is or is proposed to be located, erected, constructed, reconstructed, enlarged, changed, maintained, or used or any land is or is proposed to be used in violation of Sections 519.01 to 519.99, inclusive, of the ORC, or in violation of this Zoning Resolution, the Board of Trustees, the Hamilton County Prosecuting Attorney, the Zoning Administrator, or any adjacent or neighboring property owner who would be especially damaged by such violation, in addition to other remedies provided by law, may institute injunction, mandamus, abatement, or any other appropriate action or proceeding to prevent, enjoin, abate, or remove such unlawful location, erection, construction, reconstruction, enlargement, change, maintenance, or use.

5.4.2

The Board of Trustees may employ special counsel to represent it in any proceeding or to prosecute any actions brought under this Section.

5.4.3 - Other remedies not precluded.

The imposition of the remedies herein prescribed shall not preclude the Colerain Township Board of Trustees or the Colerain Township Zoning Administrator, by and through the Colerain Township Attorney or the Hamilton County Prosecuting Attorney, from seeking any other remedies permitted by law.

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Staff Report



Staff Report:	Zoning Commission
Case #	ZA2023-10
Request:	Zoning Resolution Text Amendment
Meeting Date:	July 18, 2023
Prepared by:	Jarrold Alig Zoning Administrator

Applicant:

On June 20, 2023, the Colerain Township Zoning Administrator requested the Colerain Township Zoning Commission to initiate a text amendment via a motion pursuant to *R.C. §519.12; (A); (1)*.

Proposed Action:

The Colerain Township Zoning Administrator is proposing an amendment to *Article 5: Violations and Penalties*, of the *Colerain Township Zoning Resolution*. At a minimum, Staff's proposed amendment would remove "*minor*", and add "*criminal*" to *§5.3 Penalties*. However, if the Commission would see fit, Staff would respectfully request the consideration of expanding the text to provide Colerain Township Zoning Staff, and the Hamilton County Municipal Court with additional options to remedy violations and achieve compliance with the Colerain Township Zoning Resolution.

Case Summary:

This request is based upon a discussion had during a meeting with the Judge assigned to the Hamilton County Municipal Court's Housing Docket. During that discussion it was explained that one of the limiting factors hindering the ability of the Court to impose more substantial consequences upon those found guilty of violating the Colerain Township Zoning Resolution, was due to the maximum penalty associated with a "minor misdemeanor".

Case History:

Case ZA2014-08 was approved by the Colerain Township Board of Trustees per Resolution 1-15. This addition to the Colerain Township Zoning Resolution made Colerain Township one of the only townships within Hamilton County that has included the word "minor" preceding the word "misdemeanor" in the violation / penalty section of a zoning resolution. (See *Res 1-15 attached*: See also, Anderson Township's; Crosby Township's; Delhi Township's; Green Township's; Sycamore Township's; and Symmes Township's Zoning Resolutions)

Staff is unaware of the exact circumstances that led to the Department previously being informed that in order to "use the housing docket" the word "minor" was *required* to be added to the ***Colerain Township Zoning Resolution***. However, while attending the court proceedings for multiple citations for violations of the Colerain Township Zoning Resolution, Staff has witnessed both Anderson Township, and Springfield Township enforcement cases pertaining to zoning resolution violations being heard upon the same "housing docket".

Staff Findings: (Based upon Staff’s interpretation of the Colerain Township Board of Trustees Resolutions, the Colerain Township Zoning Resolution, the Colerain Township Property Maintenance Code, and the Ohio Revised Code.)

A violation of a township’s **property maintenance code** is prohibited by *R.C. §505.74*, and anyone found guilty would be subject to the penalties listed within *R.C. §505.99*, which are expressly classified as **minor misdemeanors**.

A violation of a township’s **zoning resolution** is prohibited by *R.C. §519.23*, and anyone found guilty would be subject to the penalties listed within *R.C. §519.99*. However, neither the word “minor” nor “misdemeanor” appear anywhere within Chapter 519 Township Zoning.

A review of the Ohio Revised Code and the zoning resolutions adopted by other townships within Hamilton County, leads Staff to a conclusion that no valid reason exists to classify **all** violations of the Colerain Township Zoning Resolution as “minor” misdemeanors only.

Additionally, limiting the Hamilton County Municipal Court to imposing the penalties that accompany a minor misdemeanor upon anyone found guilty of violating the Colerain Township Zoning Resolution has contributed to the hinderance of the enforcement efforts of Colerain Township for almost ten years.

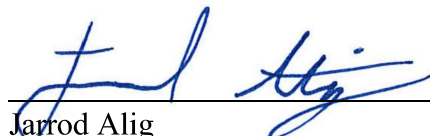
Staff Recommendation:

Staff recommends APPROVAL of the proposed minimal text amendment to **remove** “minor” and **add** “criminal” to §5.3 *Penalties*.

(See – “Option 1: Exhibit ‘A’”)

Additionally, Staff recommends APPROVAL of a substantial text amendment to **remove** “minor” and **add a substantial text amendment** to Article 5: Violations and Penalties. This option includes the incorporation of an extensive amount of research on behalf of Staff to explicitly and clearly delineate the differentiation of the applicable laws that apply to violations of the Colerain Township Zoning Resolution when property is owned by an “individual”, as opposed to when property owned by an “organization”. (See – “Option 2: Exhibit ‘A’”)

Respectfully submitted for the Colerain Township Zoning Commission’s consideration,



Jarrod Alig
Zoning Administrator

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Case ZA2014-08 & Res 1-15

MEMORANDUM

DATE: NOVEMBER 19, 2014
TO: HAMILTON COUNTY REGIONAL PLANNING COMMISSION
FROM: GEOFFREY MILZ | DIRECTOR, PLANNING & ZONING
SUBJECT: TEXT AMENDMENT CLARIFYING VIOLATIONS OF ZONING
RESOLUTION

SUMMARY

Colerain Township uses the housing docket of the Hamilton County Municipal Court to prosecute violations of our Zoning Resolution. Recent conversations with the Court Administrator's office have indicated that in order to continue using the Court, we must clarify that violations of our Zoning Resolution are criminal, minor misdemeanor offences. Currently, our Zoning Resolution simply refers to violations as misdemeanor offences.

CASE HISTORY

On November 18, 2014, the Colerain Township Trustees initiated a text amendment described below.

REVIEW REQUESTED

Please accept this memo for Hamilton County Regional Planning Commission review at their December 4, 2014 meeting.

PROPOSED CHANGE

Section 5.3 shall be amended as to include the italicized language:

"Any person, firm or corporation violating any regulation, provision, amendment or supplement to this Zoning Resolution, or failing to obey any lawful order of the Colerain Township Zoning Administrator issued pursuant thereto, shall be deemed guilty of a *minor* misdemeanor and, upon conviction thereof, shall be fined not more than \$500.00 or the maximum amount allowed by the Ohio Revised Code. Each and every day during which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance or use continues may be deemed a separate offense."

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AZR

The Board of Trustees of Colerain Township, County of Hamilton, Ohio, State of Ohio, met in regular session at 5:30 p.m., on the 13th day of January, 2015, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Dennis P. Deters, Jeffrey F. Ritter, Melinda Rinehart

Mr./Ms. Dale introduced the following resolution and moved its adoption:

RESOLUTION NO. 7-15

Case No. ZA2014-08

Resolution Adopting Text Amendment to the
Colerain Township Zoning Resolution – Article/Section 5.3

WHEREAS, a proposed text amendment clarifying that violations of the Colerain Township Zoning Resolution are minor misdemeanor offenses was initiated by motion; and,

WHEREAS, the Hamilton County Regional Planning Commission unanimously recommended approval of the text amendment on December 4, 2014; and

WHEREAS, the Colerain Township Zoning Commission conducted its public hearing on the case on December 16, 2014 and voted 5-0 to recommend approval of the text amendment; and

WHEREAS, the Colerain Township Board of Trustees conducted its public hearing on January 13, 2015, and, at the conclusion of the public hearing, voted 3-0 to approve the text amendment as set forth in **Exhibit A**;

NOW, THEREFORE, BE IT RESOLVED that the Colerain Township Board of Trustees accepts the recommendation of the Colerain Township Zoning Commission and does hereby approve the Text Amendment to the Colerain Township Zoning Resolution attached hereto as **Exhibit A**; and

BE IT FURTHER RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. The text amendment hereby adopted is in furtherance of the health, safety, morals and welfare of the public and the Township; and
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code; and
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading; and
4. That this Resolution shall be effective at the earliest date allowed by law.

Norbert A. Nadel
Hamilton County Recorder's Office
Doc # 17-0100381 Type: AZR
Filed: 11/01/17 11:31:03 AM \$20.00
Off. Rec.: 13536 01442 F 3 279



Mr./Ms. Deters seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Deters Aye, Mr. Ritter Aye, Ms. Rinehart Aye

ADOPTED this 13th day of January, 2015.

BOARD OF TRUSTEES:

Dennis P. Deters
Dennis P. Deters, Trustee

Jeffrey F. Ritter
Jeffrey F. Ritter, Trustee

Melinda Rinehart
Melinda Rinehart, Trustee

Attest:

Heather E. Harlow
Heather E. Harlow
Colerain Township Fiscal Officer

Resolution approved as to form:

L. E. Barbieri
Lawrence E. Barbieri (0027106)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Fiscal Officer, this

13th day of Jan., 2015.

Heather E. Harlow
Heather E. Harlow
Colerain Township Fiscal Officer

EXHIBIT A

PROPOSED TEXT AMENDMENTS TO COLERAIN TOWNSHIP ZONING RESOLUTION

Section 5.3 shall be amended as to include the italicized language:

“Any person, firm, or corporation violating any regulation, provision, amendment or supplement to this Zoning Resolution, or failing to obey any lawful order of the Colerain Township Zoning Administrator issued pursuant thereto, shall be deemed guilty of a *minor* misdemeanor and, upon conviction thereof, shall be fined not more than \$500.00 or the maximum amount allowed by the Ohio Revised Code. Each and every day during which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance or use continues may be deemed a separate offense.”

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Neighboring Townships' Zoning Resolutions

2.8 Applicable Provisions

- A. This Resolution has been passed under the authority of Section 519.01 et seq. of the Ohio Revised Code and embraces the provisions thereof regarding enforcement and penalties for violations.

2.9 Validity

- A. This Resolution shall in all respects be construed so as to conform with the provisions and requirements of Ohio law, including, but not limited to, the provisions of Chapter 519 of the Ohio Revised Code.
- B. If any , sub, sentence, clause, or phrase of this Resolution is for any reason adjudged to be unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected thereby.

2.10 Violations and Penalties

- A. It shall be unlawful to locate, erect, construct, reconstruct, enlarge, change maintain or use any building or to use any land in violation of any regulation in or any provision of this Resolution or any amendment or supplement thereto.
- B. Any person, firm or corporation violating any regulation, provision, amendment or supplement to this Resolution, or failing to obey any lawful order of the Anderson Township Zoning Inspector issued in pursuance thereof, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be subject to fines allowed under Ohio Revised Code Section 519.99. Each and every day during which such illegal location, erection, construction, reconstruction,

enlargement, change, maintenance or use continues may be deemed a separate offense.

2.11 Remedies

- A. In case any building is or is proposed to be located, erected, constructed, reconstructed, enlarged, changed, maintained or used or any land is or is proposed to be used in violation of any regulation, provision, amendment or supplement of this Resolution, the Trustees, the Prosecuting Attorney, the Anderson Township Zoning Inspector or any adjacent or neighboring property owner who would be specially damaged by such violation, in addition to other remedies provided by law, may institute injunction, mandamus, abatement or any other appropriate action, actions, proceeding or proceedings to prevent, enjoin, abate or remove such unlawful location, erection, construction, reconstruction, enlargement, change, maintenance or use.

2.12 Township Board of Zoning Appeals

- A. A Township Board of Zoning Appeals is hereby created. Such Board shall consist of five (5) members, to be appointed by the Trustees who shall be residents of the unincorporated territory of Anderson Township included in the area zoned. The terms of all members shall be of such length and so arranged that the term of one member will expire each year. Each member shall serve until his successor is appointed and qualified. Members of the Board shall be removable for nonperformance of duty, misconduct in office or other cause by the Trustees upon written charges having been filed with the Trustees and after a public hearing has been held regarding such charges, a copy of the charges having been served upon the member so charged at least ten (10) days prior to the hearing, either personally, or

ARTICLE 41**VIOLATIONS AND PENALTIES****Sec. 41.0 PROCEDURES UPON DISCOVERY OF VIOLATIONS**

41.0.1 Initial Written Notice: If the Township Zoning Inspector finds that any provision of this Resolution is being violated, a written notice shall be sent to the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it and the time period allowed for corrections. Additional written notices may be sent at the Township Zoning Inspector's discretion.

41.0.2 Final Written Notice: A written final notice (the initial written notice may be the final notice) shall be sent to the person responsible for such violation. It shall state what action the Township Zoning Inspector intends to take if the violation is not corrected and shall advise that the Township Zoning Inspector's decision or order may be appealed to the Board of Zoning Appeals in accordance with the provisions of Article 35.

41.0.3 Citation: If no action is taken within the time period allowed for corrections, cessation, or appeal to the Board of Zoning Appeals, a citation to the Clerk of Courts or the matter will be scheduled for court hearing. If no action is taken within these twenty (20) days, additional citations may be issued each day the violation remains not in compliance. Each day the violation occurs after the citation is issued is a separate offense.

41.0.4 Emergency Enforcement: Notwithstanding the foregoing, in cases when delay would seriously pose a danger to the public health, safety, or welfare, the Township Zoning Inspector may seek enforcement without prior written notice by invoking any of the penalties or remedies authorized in Section 41.3.

41.1 PENALTIES AND REMEDIES FOR VIOLATIONS

41.1.1 Civil Penalty and Appeals: Any act constituting a violation of the provision of the Resolution or failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Conditional Use Zoning Certificates or Final Development Plan approval shall subject the offender to a civil penalty in accordance with Section 41.6.

A civil penalty may not be appealed to the Board of Zoning Appeals if the offender was sent a final notice of violation in accordance with Section 41.2 and did not appeal to the Board of Zoning Appeals within the prescribed time.

41.1.2 Other Enforcement Actions: This Resolution may also be enforced by any appropriate equitable action.

41.1.3 Multiple Citations: Each day that any violation continues (for each citation) after notification by the Township Zoning Inspector that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in the Article.

41.1.4 Multiple Remedies: Any one, all, or any combination of the foregoing penalties and remedies may be used to enforce this Resolution.

Sec. 41.2 ZONING CERTIFICATE REVOCATION

41.2.1 Grounds for Revocation: A Zoning Certificate may be revoked by the Township Zoning Inspector in accordance with the provision of this section if the recipient of the certificate fails to develop or maintain the property in accordance with the plans submitted, the requirements of this Article, or any additional requirements lawfully imposed in connection with the issuance of the Zoning Certificate.

41.2.2 Procedure: Before a Zoning Certificate may be revoked, all of the notices, hearings and other requirements shall be complied with. The notice shall inform the certificate holder of the alleged grounds for the revocation.

41.2.3 Notice: Before a Zoning Certificate may be revoked, the Township Zoning Inspector shall give the recipient of the certificate ten (10) days notice of intent to revoke the certificate and shall inform the recipient of the alleged reasons for the revocation and of his right to obtain an informal hearing on the allegations. If the certificate is revoked, the Township Zoning Inspector shall provide to the holder of the Zoning Certificate a written statement of the decision and the reason therefore.

41.2.4 Effect of Revocation: No person may continue to make use of land or buildings in the manner authorized by any Zoning Certificate after such certificate has been revoked in accordance with this section.

Sec. 41.3 JUDICIAL REVIEW

Every final decision of the Board of Zoning Appeals under this Article shall be subject to review by the Court of Common Pleas.

Sec. 41.6 FEES

41.6.1 Board of Zoning Appeals Fees: A fee is required at the time a variance is filed. Fees are non-refundable.

41.6.2 Civil Penalties for Zoning Violations

<u>Type of Violation</u>	<u>Cost Per Day</u>		
	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Junk Vehicle	\$100	\$140	\$260
Storage of Boat, Trailer or other type of RV	\$100	\$140	\$260
Main Structure	\$100	\$140	\$260
Accessory Structure (Fences, Signs, Pools, Sheds, etc)	\$100	\$140	\$260
Yard Requirements	\$100	\$140	\$260
Usage	\$100	\$140	\$260
Violation of Terms	\$100	\$140	\$260
Failure to obtain Zoning Certificate	\$100	\$140	\$260

- A second violation means a second violation of the same type with the same ownership.
- A third violation means a third violation of the same type per property with the same ownership.

ARTICLE 42

REMEDIES

Sec. 42.1 In case any building is or is proposed to be located, erected, constructed, reconstructed, enlarged, changed, maintained or used or any land is or is proposed to be used in violation of any regulation, provision, amendment or supplement of this Resolution, the Trustees, the Prosecuting Attorney, the Township Zoning Inspector of Crosby Township, or any adjacent or neighboring property owner who would be specially damaged by such violation, in addition to other remedies provided by law, may institute injunctions, mandamus abatement or any other appropriate action, actions, proceeding or proceedings to prevent, enjoin, abate or remove such unlawful location, erection, construction, reconstruction, enlargement, change, maintenance or use.

INTRODUCTION

ARTICLE 1: INTRODUCTION

1.6 Interpretation, Purpose, and Conflict

Delhi Township

1.6 Interpretation, Purpose, and Conflict

In interpreting and applying the provisions of this Resolution and any amendments thereto, they shall be held to be the minimum requirements for the promotion of the public health, safety, morals, comfort, and general welfare. Wherever the regulations of this Resolution require a greater width or size of yards or other open spaces or require a lower height of building or a smaller number of stories or require greater percentage of lot to be left unoccupied or require a lower density of population, or require a more restricted use of land, or impose other higher standards than are required in any other resolution or regulation, private deed restrictions or private covenants, these regulations shall govern.

1.7 Validity

If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason adjudged to be unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected thereby. All resolutions or parts of resolutions of Delhi Township, in conflict with any regulations, provisions, amendment, or supplement of this resolution, are to the extent of such conflict hereby repealed.

1.8 Violations and Penalties

- A. It shall be unlawful to locate, erect, construct, reconstruct, enlarge, change, maintain, or use any building or to use any land in violation of any regulation in or any provision of this Resolution or any amendment or supplement.
- B. Any person, firm or corporation violating any regulation, provision, amendment, or supplement to this Resolution, or failing to obey any lawful order of the Delhi Township Community Development Director issued in pursuance thereof, shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than an amount greater than prescribed in the Ohio Revised Code. Each and every day during which such illegal location, erection, construction, reconstruction, enlargement, change, maintenance, or use continues may be deemed a separate offense.

1.9 Remedies

In the case any building is or is proposed to be located, erected, constructed, reconstructed, enlarged, changed, maintained, or used or any land is or is proposed to be used in violation of any regulation, provision, amendment, or supplement of this Resolution, the Trustees, the Township Law Director, the Delhi Township Community Development Director, or any adjacent or neighboring property owner who would be especially damaged by such violation, in addition to other remedies provided by law, may institute injunctive, mandamus, abatement, or any other appropriate action, actions, proceeding, or proceedings to prevent, enjoin, abate, or remove such unlawful location, erection, construction, reconstruction, enlargement, change, maintenance, or use.

ENFORCEMENT

24-1 COMPLAINTS REGARDING VIOLATIONS.

Whenever the Zoning Inspector receives a written, signed complaint alleging a violation of this Resolution, the Zoning Inspector or the Administrative Official shall investigate the complaint within ten (10) working days and take whatever action is warranted, and inform the complainant in writing as to what actions have been or will be taken.

24-2 PERSONS LIABLE.

The owner, tenant, or occupant of any building or land or part thereof and any architect, builder, contractor, agent, or other person who participates in, assists, directs, creates, or maintains any situation that is contrary to the requirements of this Resolution may be held responsible for the violation and suffer the penalties and be subject to the remedies herein provided.

24-3 PROCEDURES UPON DISCOVERY OF VIOLATIONS.

24-3.1 Initial Written Notice

If the Zoning Inspector finds that any provision of this Resolution is being violated, a written notice shall be sent to the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it and the time period allowed for corrections. Additional written notices may be sent at the Zoning Inspector's discretion.

24-3.2 Final Written Notice

A written final notice (the initial written notice may be the final notice) may be sent by first class mail. It shall state what action the Zoning Inspector intends to take if the violation is not corrected and shall advise that the Zoning Inspector's decision or order may be appealed to the Board of Zoning Appeals in accordance with the provisions of Chapter 22.

24-3.3 Citation

If no action is taken within the time period allowed for correction, cessation, or appeal to the Board of Zoning Appeals, a citation shall be issued. The violator shall within twenty-(20) days pay the citation to the Clerk of Courts or the matter will be scheduled for court hearing. If no action is taken within these twenty (20) days, additional citations may be issued each day the violation remains in noncompliance. Each day the violation occurs after the citation is issued is a separate offense. Subsequent violations of a similar nature occurring at the same address within a twelve (12) month period, shall be deemed the same violation, and subject to citation pursuant to Table 24-6.

24-3.4 Emergency Enforcement

Notwithstanding the foregoing, in cases where delay would pose a danger to the public health, safety, or welfare, the Zoning Inspector may seek enforcement without prior written notice by invoking any of the penalties or remedies authorized in Section 24-4.

24-4 PENALTIES AND REMEDIES FOR VIOLATIONS.

24-4.1 Civil Penalty and Appeals

Any act constituting a violation of the provisions of this Resolution or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Conditional Use Zoning Certificates or Zoning Compliance Plan approval, shall subject the offender to a civil penalty in accordance with Table 24-6 found at the end of this Chapter. A civil penalty may not be appealed to the Board of Zoning Appeals if the offender was sent a final notice of violation in accordance with Section 24-3 and did not appeal to the Board of Zoning Appeals within the prescribed time.

24-4.2 Other Enforcement Actions

This Resolution may also be enforced by any appropriate equitable action.

24-4.3 Multiple Citations

Each day that any violation continues (for each citation) after notification by the Zoning Inspector that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this Chapter.

24-4.4 Multiple Remedies.

Any one, all, or any combination of the foregoing penalties and remedies may be used to enforce this Resolution.

24-5 ZONING CERTIFICATE REVOCATION.

24-5.1 Grounds for Revocation.

A Zoning Certificate may be revoked by the Zoning Administrator or Inspector in accordance with the provisions of this section if the recipient of the certificate fails to develop or maintain the property in accordance with the plans submitted, the requirements of this Chapter, or any additional requirements lawfully imposed in connection with the issuance of the Zoning Certificate.

24-5.2 Procedure.

Before a Zoning Certificate may be revoked, all of the notice, hearing and other requirements shall be complied with. The notice shall inform the certificate holder of the alleged grounds for the revocation.

- a. The burden of presenting evidence sufficient to authorize the Zoning Inspector to conclude that a certificate should be revoked for any of the reasons set forth in Section 24-5.1 shall be upon the party advocating that position.
- b. The action to revoke a Zoning Certificate shall include a statement of the specific reasons or findings of fact that support the decision.

24-5.3 Notice.

Before a Zoning Certificate may be revoked, the Zoning Inspector shall give the recipient of the certificate ten (10) days notice of intent to revoke the certificate and shall inform the recipient of the alleged reasons for the revocation and of his right to obtain an informal hearing on the allegations. If the certificate is revoked, the Zoning Inspector shall provide to the holder of the Zoning Certificate a written statement of the decision and the reasons therefor.

24-5.4 Effect of Revocation.

No person may continue to make use of land or buildings in the manner authorized by any Zoning Certificate after such certificate has been revoked in accordance with this section.

24-5.6 Revocation by Closure or Discontinuance of Commercial Uses

Any Zoning Certificate shall be considered revoked upon closure of a business or discontinuation of a use, for more than 90 days, regardless of ownership or management. To continue or resume occupancy after a 90 day suspension of business shall require the issuance of a new Compliance Certificate.

24-6 Penalties

Whoever violates any provision of this zoning resolution shall be fined not more than \$500 for each offense, pursuant to Section 519.99, or any other applicable section of the Ohio Revised Code.

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CHAPTER 24 ENFORCEMENT

24-1 COMPLAINTS REGARDING VIOLATIONS

Whenever the Zoning Inspector receives a written, signed complaint alleging a violation of this Resolution, he/she shall investigate the complaint within ten (10) working days and take whatever action is warranted, and inform the complainant in writing as to what actions have been or will be taken.

24-2 PERSONS LIABLE

The owner, tenant, or occupant of any building or land or part thereof and any architect, builder, contractor, agent, or other person who participates in, assists, directs, creates, or maintains any situation that is contrary to the requirements of this Resolution may be held responsible for the violation and suffer the penalties and be subject to the remedies herein provided.

24-3 PROCEDURES UPON DISCOVERY OF VIOLATIONS

24-3.1 Written Notice

If the Zoning Inspector finds that any provision of this Resolution is being violated, a written final notice (the initial written notice may be the final notice) shall be sent by certified or registered mail, return receipt requested. It shall state what action the Zoning Inspector intends to take if the violation is not corrected and shall advise that the Zoning Inspector's decision or order may be appealed to the Board of Zoning Appeals in accordance with the provisions of Chapter 22. Additional written notices may be sent at the Zoning Inspector's discretion.

24-3.2 Compliance Timeframe

Upon receipt of any complaint filed with the Planning & Zoning Department, the Zoning Inspector or Administrative Official shall, within a reasonable length of time but no longer than ten (10) days from the receipt of the complaint or investigation, investigate and determine if compliance is required in accordance with its procedures as provided in Section 24-3.

24-3.3 Citation

If no action is taken within the time period allowed for correction, cessation, or appeal to the Board of Zoning Appeals, a citation shall be issued. The violator shall within twenty (20) days pay the citation to the Clerk of Courts or the matter will be scheduled for court hearing. If no action is taken within these twenty (20) days, additional citations may be issued each day the violation remains in noncompliance. Each day the violation occurs after the citation is issued is a separate offense.

24-3.4 Emergency Enforcement

Notwithstanding the foregoing, in cases when delay would seriously pose a danger to the public health, safety, or welfare, the Zoning Inspector may seek enforcement without prior written notice by invoking any of the penalties or remedies authorized in Section 24-4.

24-4 PENALTIES AND REMEDIES FOR VIOLATIONS

24-4.1 Civil Penalty and Appeals

Any act constituting a violation of the provisions of this Resolution or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Conditional Use Zoning Certificates or Zoning Compliance Plan approval, shall subject the offender to a civil penalty. A civil penalty may not be appealed to the Board of Zoning Appeals if the offender was sent a final notice of violation in accordance with Section 24-3 and did not appeal to the Board of Zoning Appeals within the prescribed time.

24-4.2 Other Enforcement Actions

This Resolution may also be enforced by any appropriate equitable action.

24-4.3 Multiple Citations

Each day that any violation occurs or continues (for each citation) after notification by the Zoning Inspector that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in ORC Chapter 519.

24-4.4 Multiple Remedies

Any one, all, or any combination of the foregoing penalties and remedies may be used to enforce this Resolution.

24-5 ZONING CERTIFICATE REVOCATION

24-5.1 Grounds for Revocation

A Zoning Certificate may be revoked by the Zoning Inspector in accordance with the provisions of this section if the recipient of the certificate fails to develop or maintain the property in accordance with the plans submitted, the requirements of this Chapter, or any additional requirements lawfully imposed in connection with the issuance of the Zoning Certificate.

24-5.2 Procedure

Before a Zoning Certificate may be revoked, all of the notice, hearing and other requirements shall be complied with. The notice shall inform the certificate holder of the alleged grounds for the revocation.

- (a) The burden of presenting evidence sufficient to authorize the Zoning Inspector to conclude that a certificate should be revoked for any of the reasons set forth in Section 24-5.1 shall be upon the party advocating that position.
- (b) The action to revoke a Zoning Certificate shall include a statement of the specific reasons or findings of fact that support the decision.

24-5.3 Notice

Before a Zoning Certificate may be revoked, the Zoning Inspector shall give the recipient of the certificate ten (10) days notice of intent to revoke the certificate and shall inform the recipient of the alleged reasons for the revocation and of his right to obtain an informal hearing on the allegations. If the certificate is revoked, the Zoning Inspector shall provide to the holder of the Zoning Certificate a written statement of the decision and the reasons therefore.

24-5.4 Effect of Revocation

No person may continue to make use of land or buildings in the manner authorized by any Zoning Certificate after such certificate has been revoked in accordance with this section.

24-6 JUDICIAL REVIEW

Any decision of the Board of Township Trustees, the Sycamore Township Zoning Commission, or the Zoning Inspector granting, revoking, or denying a Zoning Certificate; and every final decision of the Board of Zoning Appeals shall be subject to review by the Court of Common Pleas.

ARTICLE XXVIII VIOLATIONS AND PENALTIES

- Sec. 281 It shall be unlawful to locate, erect, construct, reconstruct, enlarge, change, maintain or use any building or to use any land in violation of any regulation in or any provision of this Resolution or any amendment or supplement thereto.
- Sec. 281.1 Any act constituting a violation of the provisions of this Resolution or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Conditional Use Zoning Certificates or Final Development Plan approval, shall subject the offenders to a minor misdemeanor citation and penalty in accordance with the fee schedule at the end of this Section. A minor misdemeanor citation may not be appealed to the Township Board of Zoning Appeals if the offender was sent a final notice of violation in accordance with Section 251.3 and did not appeal to the Township Board of Zoning Appeals within the prescribed time. (STT Res. Z9705 eff. Dec. 4, 1997) (STT Res. Z2015-02, eff. May 8, 2015)
- Sec. 281.2 This Resolution may also be enforced by any appropriate equitable action.
- Sec. 281.3 Each day that any violation continues (for each citation) after notification by the Zoning Inspector that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this Section.
- Sec. 281.4 Any one, all, or any combination of the foregoing penalties and remedies may be used to enforce this Resolution.
- Sec. 282 **Zoning Certificate Revocation**
- Sec. 282.1 A Zoning Certificate may be revoked by the Zoning Inspector in accordance with the provisions of this Section if the recipient of the certificate fails to develop or maintain the property in accordance with the plans submitted, the requirements of this Section, or any additional requirements lawfully imposed in connection with the issuance of the Zoning Certificate.
- Sec. 282.2 Before a Zoning Certificate may be revoked, all of the notice, hearing and other requirements shall be complied with. The notice shall inform the certificate holder of the alleged grounds for revocation.
1. The burden of presenting evidence sufficient to authorize the Zoning Inspector to conclude that a certificate should be revoked for any of the reasons set forth in Section 282.1 shall be upon the party advocating that position. (STT Res. Z9705 eff. Dec. 4, 1997)
 2. The action to revoke a Zoning Certificate shall include a statement of the specific reasons or findings of fact that support the decision.
- Sec. 282.3 Before a Zoning Certificate may be revoked, the Zoning Inspector shall give the recipient of the certificate ten (10) days notice of intent to revoke the certificate and shall inform the recipient of the alleged reasons for the revocation and of the right to obtain an informal hearing on the allegations. If the certificate is revoked, the Zoning Inspector shall provide to the holder of the Zoning Certificate a written statement of the decision and reasons therefore.

Sec. 282.4 No person may continue to make use of land or buildings in the manner authorized by any Zoning Certificate after such certificate has been revoked in accordance with this Section.

Sec. 283 **Judicial Review.** Any decision of the Board of Township Trustees, the Symmes Township Zoning Commission, or the Zoning Inspector granting, revoking or denying a Zoning Certificate, and every final decision of the Township Board of Zoning Appeals shall be subject to review by the Court of Common Pleas.

Table of Penalties for Zoning Violations

Type of Violation	Cost Per Day
(1) Junk Vehicle	Subject to maximum fine permissible as a Minor Misdemeanor, not to exceed maximum amount permitted for zoning violations per R.C. §519.99
(2) Storage of Boat, Trailer or other type of RV	
(3) Main Structure	
(4) Accessory Structure (Fences, Signs, Pools, Sheds, etc.)	
(5) Yard Requirements	
(6) Usage	
(7) Violation of Terms	
(8) Failure to obtain Zoning Certificate	

(STT Res. Z2015-02, eff. May 8, 2015)

ARTICLE XXIX REMEDIES

Sec. 291

In case any building is or is proposed to be located, erected, constructed, reconstructed, enlarged, changed, maintained or used or any land is or is proposed to be used in violation of any regulation, provision, amendment or supplement of this Resolution, the Township Trustees, the Law Director of the Township, the Symmes Township Zoning Inspector, the County Building Inspector, or any adjacent or neighboring property owner who would be specially damaged by such violation, in addition to other remedies provided by law, may institute injunction, mandamus, abatement or any other appropriate action, actions, proceeding or proceedings to prevent, enjoin, abate or remove such unlawful location, erection, construction, reconstruction, enlargement, change, maintenance or use.

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Hamilton County Municipal Court's Housing Docket Fee Schedule

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CINCINNATI PARKING INFRACTIONS
By Agreement between the City of Cincinnati and Hamilton County

[Cincinnati Municipal Code](#)

Code Section	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
502-3	Parking prohibitions during street sweeping operations	\$50.00
508-1	Stopping and parking	\$50.00
508-1A	Unauthorized stopping and parking	50.00
508-1A(d)	Parking within 10' feet of a fire hydrant	250.00
508-2	Parking and stopping restrictions, unauthorized	50.00
508-3	Parking so as to create obstruction prohibited	50.00
508-6	No standing and no parking zones	50.00
508-7	Truck loading zones	50.00
508-8	No standing, no stopping, no parking zones, designated	50.00
508-11	Parking of trucks restricted	50.00
508-12	Parking unreasonable time	50.00
508-17	Trucks obstructing traffic	50.00
508-21	Parking in bus stops	50.00
508-22	Unlawful parking of taxicabs	50.00
508-23	Trailer parking	44.00
508-24	Taxicab, restrictions	50.00
508-25	Parking Unauth. Plates	50.00
508-26	Parking at curbs	50.00
508-27	Parking on narrow streets	50.00
508-28	Parking on grade	50.00
508-29	Parking vehicle for sale	50.00
508-31	Locks on motor vehicle	50.00
508-32	Repaired, serviced or stored vehicles, parking on streets	50.00
508-33	Parking on controlled access highways	50.00
508-34	Snow Emergency	56.00
508-36	Handicapped Parking, Reserved Locations on Public and Private Property	250.00
509-4	Metered - Across line	45.00
509-7	Unmetered parking (9 to 12)	45.00
509-8	Repeat metering (9 to 12)	45.00
510-5	Parking on parade route	50.00

Please click [HERE](#) for payment instructions.

Code Section	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
503-40	Bells on bicycles	\$130.00
503-51	Improper plates	130.00
503-52	Unauthorized license plates	130.00
505-12	Passengers on motorcycles and bicycles	130.00
505-13	Motorized bicycles - protective equipment	130.00
505-16	Passengers on vehicles	130.00
505-17	Obstructing operator's view	130.00
505-18	Boarding or leaving vehicle in motion	130.00
505-19	Boarding or leaving stopped vehicle	76.00
506-4	Bicycles and motorcycles regulation	130.00
506-11	Railroads crossing highway at grades	130.00
506-13	Following emergency vehicles	130.00
506-21	Crossing railroad tracks	130.00
506-24	Use of bus stops	130.00
506-25	Leaving curb	130.00
506-27	Firehose, crossing	130.00
506-28	Backing	130.00
506-30	Racing on Street	130.00
506-31	Towing disabled vehicle	130.00
506-37	Utility vehicles to stop at railroad crossings	130.00
506-39	Emerging from alleys or driveways	130.00
506-40A	Traffic control signals, pedestrian	76.00
506-46	Pedestrians crossing highway	76.00
506-47	Pedestrians to use sidewalks	76.00
506-48	Playing in the street	76.00
506-54	Stopping when traffic obstructed	130.00
506-60	Vehicles keeping to right-of-way	130.00
506-61	Driving in marked lanes	130.00
506-62	Driving through safety zones	130.00
506-63	Driving on sidewalk area	130.00
506-64	Driving on new pavement	130.00
506-66	Vehicle restrictions - street usage	130.00
506-70	Passing in opposite direction	130.00
506-80	Changing course of or stopping vehicle	130.00
506-92	Play streets	130.00
506-93	Quiet zones	76.00
506-97	Unnecessary horn-blowing	130.00
507	One way streets	130.00
511-3	Cleaning vehicles on street	76.00
511-34	Opening and closing vehicle doors (rev. 11/14)	150.00
511-34	Opening and closing vehicle doors (accident w/bicycle) (rev. 11/14)	500.00
511-4	Repair vehicles from vehicles	130.00
511-5	Waste carts in congested districts	76.00

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
4511.051A1	Prohibitions on use of freeways - Peds.	\$76.00
4511.051A2	Prohibitions on use of freeways - Operators	130.00
4511.521	Rules governing operation of motorized bicycles	130.00
4511.761	Occupying travel trailer while in motion	130.00
4513.021	Bumpers on motor vehicles	130.00
5589.081	Studded tires, prohibitions	130.00
502-12	Turning markers, authorization	130.00
502-19	Disobeying traffic control devices	130.00
503-1	Lights, general	130.00
503-3	Commercial vehicle lamps and reflectors	130.00
503-5	Parking lights	130.00
503-6	Flashing amber lights on vendor cards	130.00
503-7	Auxiliary lights	130.00
503-9	Deflection of rays	130.00
503-17	Vehicle trains, street restrictions	130.00
503-18	Truck restrictions, intercity	130.00
503-18A	Truck restrictions, residential streets	130.00
503-25	Damaging street surface	130.00
503-29	Road worthiness	130.00
503-34	Brakes	130.00
503-38	Muffler	130.00
503-39	Horns and bells	130.00
503-41	Rear vision mirror	130.00
503-44	Emission smoke	290.00
503-49	Funeral vehicles	130.00
503-54	Windshield wiper	130.00
503-58	Splash guards	130.00
503-60	Blurred windshield	130.00
505-1	Projecting material, rear	130.00
505-2	Projection material, sides	130.00
505-4	Deadening noises	130.00
505-5	Load-shifting or leaking	130.00
505-11	Operator's view or control	130.00
506-8*	Speeding	130.00
506-10	Posted special speeds	\$ 130.00
506-12	Slow-moving vehicles	130.00
506-14	Following emergency or public safety vehicle	130.00
506-17	Following vehicles too closely	130.00
506-23	Grade crossings	130.00
506-35	Entering through highway or stop intersection	130.00
506-35A	Avoid stop sign	130.00
506-40	Traffic control signals, vehicular	130.00
506-43	Flashing red signals	130.00
506-44	Flashing yellow signals	130.00
506-45	Public safety vehicles	130.00
506-49	Right-of-way at intersections	130.00
506-51	Right-of-way, pedestrians	130.00
506-59	Driving on left side of highway	130.00
506-67	Speed semi-rig	290.00
	If second offense in one year	390.00
506-71	Overtaking and passing	130.00

506-72	Overtaking and passing on the right	130.00
506-73	Driving to left of center line; clear distance ahead	130.00
506-74	Restrictions on crossing center line	130.00
506-75	Hazardous zones, signs and marking	130.00
506-76	Weaving	130.00
506-77	Divided roadways	130.00
506-79	Passing vehicles stopped at crosswalk	130.00
506-81	Improper signal, Semi Trailer	290.00
506-84	Turns, proper lane	130.00
506-85	Motor bus turns	130.00
506-87	Turns in the business district	130.00
510-4	Breaking procession	130.00
511-2	Unnecessary noise in operation of vehicles	130.00
511-15	Soliciting rides	76.00
511-15A	Stopping for person soliciting ride	130.00
4511.202	Operating a motor vehicle without reasonable control	130.00
511-11	Reporting accident on public or private property	130.00
511-34	Opening and closing vehicle doors	150.00
511-34	Opening and closing vehicle doors (accident w/bicycle)	500.00
5577.05	Maximum width, height and length	130.00
4513.36	Prohibition against resisting officer	170.00
5728.02	Highway use permit and identification device; application fee	170.00
5728.04	Unlawful operation; tax commissioner to be notified	170.00

Where applicable, CMC traffic sections not listed or newly created violations shall be a payout of \$130.00, unless the same or a similar violation exists under another payout schedule, in which case the payout should be the same amount as the same or similar violation previously established.

[Cincinnati Municipal Code](#)

**CMC CHAPTER 517
COMMERCIAL AND HEAVY VEHICLES**

Code Section	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
517-3A	Overweight 1-5,000 Lbs.	\$ 119.00
	5001-10,000 Lbs.	219.00
	10,001-15000 Lbs.	320.00
	15,001-25,000 Lbs.	446.00
517-3B	Record Keeping	170.00
517-3C	Highway Use Tax Permit (Misdemeanor 4)	170.00
517-5	Maximum Dimensions violation	170.00
517-7	Route/Load info. upon request by Police	170.00
517-9	Wheel Protectors (mud flaps)	130.00
517-11	Motor Carrier Safety Regulations	
	Log Book	170.00
	Hazardous Materials (tunnel, placard, delivery)	590.00
	All other regulations	130.00
517-13	Lamps/reflectors	130.00
517-15	Tractor lamps	130.00
517-19	Use of Alleys	130.00
517-21	Vehicle Trains - Street Restrictions	130.00
517-23	Truck Restrictions, Inner-city	130.00
517-25	Truck Restrictions, Residential Streets	130.00
517-27	Weight of Vehicle (roller, shovel, traction engine)	130.00
517-29	Weight on Tires	130.00
517-33	Damaging Street Surface	130.00
517-37	Excess Load, City Permit	170.00
517-39	Tires (rubber required)	130.00

Ohio Revised
Code Section

	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
505.17	Township parking violations	\$ 76.00
4503.21	Display of license plates or validation stickers	130.00
4511.13A3, B2, C4	Traffic lights - Peds	76.00
4511.14	Pedestrian control devices	76.00
4511.213	Approaching a stationary public safety vehicle	170.00
4511.26	Vehicle traveling in opposite direction	130.00
4511.32	One way highways and rotary traffic islands	130.00
4511.33	Rules for driving in marked lanes	130.00
4511.38	Rules for starting and backing vehicles	130.00
4511.39	Turn and stop signals	130.00
4511.44	Right-of-way on public highways	130.00
4511.47	Right-of-way yielded to blind person	130.00
4511.48	Right-of-way yielded by pedestrian	76.00
4511.49	Pedestrians	76.00
4511.50	Pedestrian walking along highway	76.00
4511.53	Rules for bicycles, motorcycles and snowmobiles	130.00
4511.54	Attached bicycle/sleds to vehicle	130.00
4511.55	Riding bicycles, motorcycles abreast	130.00
4511.56	Signal devices on bicycles	130.00
4511.60	Driving through safety zones	130.00
4511.62	Driving vehicle across railroad grade crossing	130.00
4511.63	Vehicles required to stop at grade crossing	130.00
4511.66	Prohibition against parking on highways	76.00
4511.68	Parking prohibition	76.00
4511.71	Prohibition against driving upon closed highway	130.00
4511.72	Following an emergency or public safety vehicle prohibited	130.00
4511.73	Driving over unprotected firehose	130.00
4511.431	Stop at side-walk area	130.00
4511.432	Right turn on red	130.00
4511.441	Pedestrian on sidewalk has right-of-way	130.00
4511.452A	Pedestrian yield right-of-way to public safety vehicle	76.00
4511.481	Intoxicated or drugged pedestrian hazard on highway	76.00
4511.491	Motorized wheelchair operation	76.00
4511.81(A)(B)(C)(D)	- Child Restraint (1st offense)	\$ 130.00
4511.81(A)(B)(C)(D)	- Child Restraint (2nd offense)	170.00
4511.82(A)(B)	Litter - motor vehicle operator	170.00
4511.84	Earphones/earplugs on operator	130.00
4511.511	Pedestrian on bridge or railroad crossing	76.00
4511.521	Rules governing operation of motorized bicycles	130.00
4511.661	Condition when motor vehicle left unattended	130.00
4511.761	Occupying travel trailer while in motion	130.00
4511.711	Driving upon sidewalk area	130.00
4511.712	Obstructing passage of other vehicles	130.00
4511.771	Flashing red and amber lights	130.00
4513.021	Bumpers on motor vehicles	130.00
4513.071	Stop light regulations	130.00
4513.263(B)(1)	Seat belt violation	120.00
4513.263(B)(3)	Seat belt violation	120.00

4513.32	Towing requirements	130.00
5589.08	Operating traction engines upon improved highways	130.00
5589.10	Digging, excavating, piling earth, or building fence on highway	130.00
5589.21	Obstruction of roads by railroads	130.00
4511.12A	Obeing traffic control devices - Peds.	76.00
4511.12B	Obeing traffic control devices - Operators	130.00
4511.13	Signal lights - Operators	130.00
4511.15	Flashing traffic signals	130.00
4511.21 [See** Below]	Speeding	130.00

Where applicable, ORC traffic sections not listed or newly created violations shall be a payout of \$130.00, unless the same or a similar violation exists under another payout schedule, in which case the payout should be the same amount as the same or similar violation previously established.

**** SPEEDING CITATION INSTRUCTIONS FOR VIOLATION OF SECTION 4511.21, [O.R.C.](#) :**

If you[r] speed was in a posted school zone and was over 20 MPH but not more than 35 MPH your payout is \$130.00.

If your speed was in an area other than a posted school zone and was not more than 25 MPH over the posted speed limit, your payout is \$130.00.

If your speed was in an area other than a posted school zone and was over 25 MPH over the posted speed limit, your payout is \$170.00.

If operating in a construction zone and was over 25 MPH more than the posted speed limit, your payout is \$275.00

If operating in a construction zone and was not more than 25 MPH over the posted speed limit, your payout is \$195.00.

If operating in a posted school zone and your speed was over 35 MPH, your payout is \$170.00.

[FOR ALL PAYOUT CITATIONS:]

You may do one of the following by the court date listed on your citation:

1. Pay the citation by mail. Forward a check or money order for the specified amount along with your copy of the citation to the following address: Make checks or money order payable to THE CLERK OF THE HAMILTON COUNTY MUNICIPAL COURT and send same to Room 112, 1000 Sycamore Street, Cincinnati, Ohio 45202.
OR
2. Appear in person and pay the specified amount at the HAMILTON COUNTY MUNICIPAL COURT CLERK'S OFFICE located at the above address. (See www.courtclerk.org for hours of operation)

4510.12(B)(2)(a)	Expired no more the six months	\$ 130.00
4511.22	Slow speed	130.00
4511.25	Lanes of travel upon roadways	130.00
4511.27	Rules governing overtaking and passing	130.00
4511.28	Permission to overtake and pass on the right	130.00
4511.29	Driving to left of center line	130.00
4511.30	Prohibition against driving upon left side of roadway	130.00
4511.31	Hazardous zones	130.00
4511.34	Space between moving vehicles	130.00
4511.35	Divided roadways	130.00
4511.36	Rules for turns at intersections	130.00
4511.37	Turning in roadway prohibited	130.00
4511.41	Right-of-way at intersections	130.00
4511.42	Right-of-way when turning left	130.00
4511.43	Right-of-way at through highways; stop signs; yield signs	130.00
4511.45	Right-of-way of public safety vehicles	130.00
4511.451	Funeral procession has right-of-way	130.00
4511.46	Pedestrian in crosswalk has right-of-way	130.00
4511.51A	Soliciting rides, Peds.	76.00
4511.51B	Soliciting employment, business, contributions –Ped.	76.00
4511.51C	Hang onto – ride outside vehicles – Ped.	76.00
4511.51D	Hang onto - ride outside - operator	130.00
4511.51E	Underage in unenclosed cargo area - operator	130.00
4511.51F	Riding with unlatched tailgate - operator	130.00
4511.61	Stop signs at grade crossing	130.00
4511.69	Parking near curb	76.00
4511.69(F)	Privileges for handicapped	325.00
4511.69(H)	Handicapped parking location not properly marked or marks not maintained	25.00
4511.70A&B	Obstruction and interference affecting view and control of drive	\$ 130.00
4511.70C	Open door in traffic	130.00
4511.202	Operating a motor vehicle without reasonable control	130.00
4513.02	Unsafe vehicles, prohibition against operation, inspection by state highway patrol	130.00
4513.03	Lighted lights required	130.00
4513.04	Headlights	130.00
4513.05	Tail lights and illumination of rear license plate	130.00
4513.06	Red reflectors required	130.00
4513.07	Safety lighting of commercial vehicles	130.00
4513.09	Red light or flag required	130.00
4513.10	Lights on parked vehicles	130.00
4513.11	I.D. slow movers/animals	130.00
4513.12	Spotlights and auxiliary driving lights	130.00
4513.13	Cowl, finder, and back-up lights	130.00
4513.14	Two lights displayed	130.00
4513.15	Headlights required	130.00
4513.17	Number of lights permitted; red and flashing lights	130.00
4513.19	Focus aim of headlights	130.00
4513.20	Brake equipment; specification	130.00
4513.21	Horns, sirens, and warning devices	130.00
4513.22	Mufflers; excessive smoke or gas	130.00

4513.23	Rear view mirrors	130.00
4513.24	Windshield and wipers	130.00
4513.241	Tinted glass	130.00
4513.27	Extra signal equipment	130.00
4513.28	Warning on disabled vehicle	130.00
4513.30	Limitation of load extension left side of vehicle	130.00
4513.31	All loads shall be properly secured	130.00
5577.11	Wheel protectors	130.00
5589.081	Studded tires, prohibitions	130.00
4513.34	Issuance of special permits	130.00
4549.18	Display of certificates of registration	130.00
5577.05	Maximum width, height, and length	130.00
4503.11	Failure to Register Vehicle and Pay Tax	130.00
4511.20	Reckless operation of vehicles	170.00
4511.201	Reckless operation off streets and highways; competitive operation	170.00

****Officer may cite to Court**

**Ohio Revised
Code Section**

	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
4513.36	Prohibition against resisting officer	\$170.00
5728.02	Highway use permit and identification device; application fee	170.00
5728.04	Unlawful operation; tax commissioner to be notified	170.00
5577.04	Maximum axle load, wheel load, gross weights for pneumatic tired vehicles	
	Lbs.	
	0-5,000	\$ 119.00 W1
	5,001-10,000	219.00 W2
	10,001-15,000	320.00 W3
	15,001-25,000	446.00 W4

**CRIMINAL MINOR MISDEMEANOR
PAYOUT SCHEDULE**

Ohio Revised Code

Ohio Revised Code Section

955.21	Failure to register dog	\$ 130.00
955.22	Failure to confine dog	130.00
955.221	Barking Dogs	130.00
	Townships	
2917.11	Disorderly conduct	130.00
2925.11(C)(3)	Possession of marijuana	130.00
3707.48	Failure to inoculate dog	130.00
3991.091A	Smoking in Prohibited Areas	130.00

Where applicable, criminal minor misdemeanor sections not listed or newly created violations shall be a payout amount of \$130.00, unless the same or a similar violation exists under another payout schedule, in which case the payout shall be the same amount as the same or similar violation previously established.

**OHIO DIVISION OF NATURAL RESOURCES
DIVISION OF WATERCRAFT**

[Ohio Revised Code](#)

Violation of Ohio Revised Code Section 1547

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
1501.47-2-22		
thru 31	Lights for watercraft	\$ 130.00
1547.03	Flashing lights prohibited	130.00
1547.04	Siren prohibited	130.00
1547.47-2-05		
thru 18	Navigation rules	130.00
1547.06	Child operators prohibited	130.00
1547.07	Reckless operation - first offense	161.00
1547.08	Marking of bathing and watercraft areas	130.00
1547.09	Mooring prohibited in certain areas	130.00
1547.14	Water skiing confined to ski zone	130.00
1547.15	Observer required when towing skier	130.00
1547.16	Water skiing after dark prohibited	130.00
1547.18	Life jacket required for skiers	130.00
1547.19	Ski jumps prohibited	130.00
1547.20	Special water events	130.00
1547.21	Sale of single celled inflatable watercraft prohibited	130.00
1547.22	Sitting, standing, walking on moving craft restricted	130.00
1547.23	Engine warm-up required	130.00
1547.24	Children under ten must wear life preserver	161.00
1547.25	Specifications for life preservers	130.00
1547.251	Distress flag required	130.00
1547.26	Anchor, whistle and bell requirements	130.00
1547.27	Specifications for fire extinguishers	130.00
1547.28	Backfire arresting device required	130.00
1547.29	Ventilation requirement on powercraft	130.00
1547.31	Exhaust muffler required	130.00
1547.32	Watercraft dwelling unlawful if nuisance (1st)	130.00
1547.33	Watercraft sanitary systems prohibited (1st)	130.00
1547.34	Violation resulting in injury or damage is evidence of negligence	161.00
1547.42	Load and horsepower limitations	161.00
1547.49	Littering from a vessel	130.00
1547.53	Numbering of watercraft	130.00
1547.541	Historic watercraft registration	130.00
1547.542	Certificate of livery registration	130.00
1547.54.3	Dealers license	130.00
1547.57	Display of decal, documented vessels	130.00
1547.59	Watercraft accident reports	161.00
1548.18	Prohibitions	161.00
1531.29	Stream litter, first offense	130.00

Where applicable, Ohio Department of Natural Resources, Division of Watercraft sections not listed or newly created violations shall be a payout amount of \$130.00, unless the same or a similar violation exists under another payout schedule, in which case the payout shall be the same amount as the same or similar violation previously established.

THE SOUTHWESTERN OHIO UNIFORM FIRE CODE

Pursuant to [Ohio Revised Code](#) Section 505.373, 505.374, 505.99, 2929.31

The following sections shall be a payout of \$130.00:

CHAPTER 1:

F-107.1, F-107.2, F-107.2.1, F-107.3, F-110.2, F-110.3, UFC-110.5, UFC-110.6, UFC-110.6.1, UFC-111.1, UFC-111.2, UFC-111.3, UFC-111.4, UFC-111.5, UFC-115.1

CHAPTER 3:

F-301.2, F-303.1, F-303.2, F-303.3, F-303.4, F-303.4.1, F-303.4.2, F-303.4.3, F-303.4.4, F-303.4.5, F-303.5, F-303.6, F-304.1, F-304.2, F-304.3, F-305.1, F-305.2, F-305.3, F-306.1, F-306.1.1, UFC-306.1.1, UFC-306.1.2, F-306.2, F-306.3, F-306.3.1, F-306.3.2, F-306.4, F-306.5, F-306.5.1, F-306.5.2, UFC-307.1.1, UFC-307.1.2, F-307.2, F-307.3, F-307.4, UFC-307.4.1, F-308.1, F-308.2, F-308.2.1, UFC-308.2.1, UFC-308.3, UFC-308.4, UFC-308.5, F-309.1, F-309.1.1, F-309.2, F-309.2.1, UFC-310.1, F-310.2, F-310.3, F-310.4, UFC-310.4.1, F-310.5, F-310.6, F-310.7, F-310.8, UFC-310.9, UFC-311.1, F-311.2, F-311.3, F-312.1, F-312.2, F-312.3, F-312.4, F-312.5, F-312.6, UFC-313.1, F-314.1, F-314.2, F-314.3, F-314.4, F-315.2, F-315.2.1, F-315.3, F-315.4, F-315.5, F-315.6, F-315.6.1, F-315.7, UFC-316.1, UFC-317.1, UFC-317.1.1, UFC-317.2.1, UFC-317.3, UFC-318.1, UFC-319.1, UFC-319.2, UFC-319.3, UFC-319.4, UFC-320.1, UFC-321.1, UFC-322.1

CHAPTER 4:

UFC-401.2, F-402.1, F-402.2, UFC-402.3, UFC-402.3.1, UFC-402.3.2, UFC-402.3.3, UFC-402.3.4, UFC-402.3.5, UFC-402.3.6, F-403.1, F-403.3, F-403.4, F-403.4.1, F-403.4.2, F-403.4.3, F-403.5, UFC-403.6, F-403.7, UFC-403.8, UFC-403.8.1, UFC-403.8.2, UFC-403.8.3, UFC-403.9, UFC-403.9.1, UFC-403.9.2, F-404.2, F-405.1, F-405.2, F-405.3, F-405.4

CHAPTER 5:

UFC-501.1, UFC-501.2, UFC-501.2.1, UFC-501.2.2, UFC-501.3, F-501.4, F-501.4.1, F-501.4.2, F-501.4.3, F-501.4.4, F-501.5, F-501.6, UFC-501.7, UFC-501.8, UFC-501.8.1, UFC-501.9, F-503.1, F-503.2, F-503.2.1, F-503.3, F-503.4, F-503.4.1, F-503.4.2, UFC-503.4.3, F-503.5, F-503.6, F-504.1, F-504.2, F-504.3, F-504.4, F-504.4.1, F-504.5, F-505.1, F-505.2, F-505.3, F-505.4, UFC-506.1, UFC-506.2, F-507.1, F-508.1, F-508.2, F-508.3, F-508.4, F-508.5, F-508.5.1, F-508.6, F-509.1, F-509.2, F-509.3, F-509.4, F-509.4.1, F-509.5, F-510.1, F-510.2, F-510.3, F-510.4, F-511.1, F-511.2, F-511.3, F-512.1, F-512.2, F-512.3, F-513.1, F-513.2, F-513.2.1, F-513.3, UFC-513.4, UFC-513.5, F-514.1, F-514.2, F-514.3, F-514.4, F-514.5, F-514.6, F-514.7, UFC-514.8, F-514.9, F-514.10, F-515.1, F-515.2, F-516.1, F-516.2, F-516.3, F-516.4, F-516.5, F-516.6, UFC-517.1, UFC-517.2, UFC-517.3, F-517.4, F-517.5, F-517.6, F-518.1, F-518.2, F-518.3, F-519.1, F-519.2, UFC-519.2.1, F-519.3, UFC-519.4, UFC-519.4.1, F-519.5, F-519.6, UFC-519.7, UFC-519.8

CHAPTER 6:

F-601.1, F-601.2, F-601.3, F-601.4, F-601.5, F-601.6, F-601.7, F-601.8, F-601.9, F-603.1, F-603.2, F-604.1, F-604.2, F-605.1, F-605.2, F-606.1, F-606.1.1, F-606.2, F-606.2.1, F-606.3, F-606.4, F-607.1, F-607.2, F-607.3, F-607.4, F-608.1, F-608.2, F-608.3, F-608.4, F-608.5, F-608.6, UFC-608.7, F-609.1, F-609.2, F-609.3, F-610.1, F-610.2, F-610.3, F-610.4, F-610.5, UFC-611.1, UFC-611.2, UFC-611.3, UFC-611.4, UFC-611.4.1, UFC-611.4.2, UFC-611.5, UFC-612.1

CHAPTER 7:

F-701.1, F-701.2, F-702.2, F-702.3, F-702.4, F-703.1, UFC-703.1.1, F-703.2, UFC-703.2.1, F-703.3, F-703.4, F-704.1, F-704.1.1, F-704.2, F-704.3, F-704.4, F-704.5, F-705.1, F-705.2, F-705.3, F-705.4, F-705.5, F-706.1, F-706.2, F-706.3, F-706.4, F-706.5, F-706.6, F-706.7, F-707.1, F-707.2, F-707.3, UFC-708.1

CHAPTER 8:

UFC-801.1.1, F-801.2, F-802.1, F-802.2, F-802.3, F-802.4, F-803.1, F-803.2, F-803.3, F-803.4, F-803.5, F-803.6, F-803.7, F-803.8, F-803.9, F-804.1, F-804.1.1, F-804.1.2, F-804.1.3, F-804.1.4, F-805.1, F-805.2, F-805.2.1, F-805.3, F-805.4, F-805.4.1, F-805.402, F-805.4.3

CHAPTER 9:

F-901.1, F-901.2, F-902.1, F-902.2, F-902.2.1, F-902.2.2, F-902.2.3, F-902.3, F-902.3.1, F-902.3.2, F-902.4, F-902.5

CHAPTER 10:

F-1001.1, F-1001.2, F-1002.1, F-1002.2, F-1002.2.1, F-1002.2.2, F-1002.2.3, F-1002.3, F-1002.4, F-1002.4.1, F-1002.4.2, F-1002.4.3, F-1002.4.4, F-1002.4.5, F-1002.4.6, F-1002.5, F-1002.6

CHAPTER 11:

F-1101.1, F-1101.2, F-1103.1, F-1103.2, F-1103.3, F-1103.4, F-1103.5, F-1103.6, F-1104.1, F-1104.2

CHAPTER 12:

F-1201.1, F-1201.2, F-1202.1, F-1202.2, F-1202.3, F-1202.4, F-1202.5, F-1202.6, F-1203.1

CHAPTER 13:

F-1301.1, F-1301.2, F-1303.1, F-1303.2, F-1303.3, F-1304.1, F-1304.2, F-1304.3, F-1304.3.1, F-1304.3.2, F-1304.3.3, F-1304.3.4, F-1304.3.5, F-1304.3.6, F-1304.3.7, F-1304.4, F-1304.4.1, F-1304.4.2, F-1304.4.3, F-1304.4.4, F-1304.4.5, F-1304.5, F-1304.5.1, F-1304.6, F-1304.7, F-1304.7.1, F-1304.7.2, F-1304.7.3, F-1304.7.4, F-1304.7.5, F-1304.7.6, F-1304.7.7, F-1304.8, F-1304.9, F-1304.9.1, F-1304.9.2, F-1304.9.3, F-1304.9.3.1, F-1304.9.3.2, F-1304.9.4, F-1304.9.5, F-1304.10, F-1304.10.1, F-1304.10.2, F-1304.10.3, F-1305.1, F-1305.2, F-1305.3, F-1305.4, F-1305.4.1, F-1305.4.2, F-1305.4.3, F-1305.5, F-1305.6, F-1305.6.1, F-1305.6.2, F-1305.6.3, F-1305.7, F-1305.7.1, F-1305.8, F-1305.8.1, F-1305.8.2, F-1305.9, F-1305.9.1, F-1305.9.2, F-1305.9.3, F-1305.10, F-1305.10.1, F-1305.10.2, F-1305.10.3, F-1305.10.4, F-1305.10.5, F-1305.11, F-1305.11.1, F-1305.12, F-1305.12.1, F-1306.1, F-1306.2, F-1306.3, F-1306.4, F-1306.4.1, F-1306.5, F-1306.7, F-1306.8, F-1307.1, F-1307.2

CHAPTER 14:

F-1401.1, F-1401.2, F-1403.1, F-1403.2, F-1403.2.1, F-1403.3, F-1403.3.1, F-1403.3.2, F-1403.3.3, F-1403.4

CHAPTER 15:

F-1501.1, F-1501.2, F-1501.3, F-1503.1, F-1503.2, F-1503.3, F-1503.4, F-1503.5, F-1504.1, F-1504.2, F-1504.3, F-1504.3.1, F-1504.3.1.2, F-1504.3.2.3, F-1504.3.1.4, F-1504.3.2, F-1504.4, F-1504.5, F-1504.6, F-1504.7, F-1504.8, F-1504.9, F-1504.10, F-1505.1, F-1505.2, F-1505.3, F-1505.3.1, F-1505.3.2, F-1505.3.3, F-1505.3.4, F-1505.3.5, F-1506.1, F-1506.2, F-1506.3, F-1506.4, F-1506.4.1, F-1506.4.2, F-1506.4.3, F-1507.1, F-1507.2, F-1508.1, F-1508.1.1, F-1508.1.2, F-1508.2, F-1508.2.1, F-1508.2.2, F-1508.2.3, F-1509.1, F-1509.2, F-1509.3, F-1509.4

CHAPTER 16:

F-1601.1, F-1601.2, F-1602.1, F-1602.2, F-1602.2.1, F-1602.2.2, F-1602.3, F-1602.4, F-1602.5, F-1602.6, F-1602.7, F-1603.1, F-1603.2, F-1603.3

CHAPTER 17:

F-1701.1, F-1701.2, F-1702.1, F-1702.2, F-1702.3, F-1702.4

CHAPTER 18:

F-1801.1, F-1801.2, F-1801.2.1, F-1801.2.2, F-1801.3, F-1802.1, F-1802.1.1, F-1802.1.2, F-1802.2, F-1802.3, F-1802.4, F-1802.5, F-1802.5.1, F-1802.5.2, F-1802.6, F-1802.6.1, F-1802.6.2, F-1802.6.3, F-1802.6.4, F-1802.6.5, F-1802.7, F-1803.1, F-1803.2, F-1804.1, F-1804.2

CHAPTER 19:

F-1901.1, F-1901.2, F-1902.1, F-1902.2, F-1902.3, F-1902.4, F-1902.5, F-1902.6, F-1902.7, F-1902.8, F-1902.8.1, F-1902.8.2, F-1902.8.3, F-1902.9, F-1902.9.1, F-1903.2, F-1903.2.1, F-1903.2.2, F-1903.3, F-1903.3.1, F-1903.3.2, F-1903.3.3, F-1903.4, 1904.1, F-1904.2, F-1904.3, F-1904.4, F-1904.5, F-1904.6, F-1904.7, F-1905.1, F-1905.2, F-1905.3, F-1905.4, F-1905.5, F-1906.1, F-1906.2, F-1906.3, F-1906.4, F-1906.5, F-1907.1, F-1907.2, F-1908.1, F-1908.1.1, F-1908.2, F-1908.3, F-1909.1, F-1909.2, F-1909.3, F-1909.3.1, F-1909.3.2, F-1909.4, F-1909.4.1, F-1909.4.2, F-1909.5, F-1909.5.1, F-1909.6

CHAPTER 20:

F-2001.1, F-2001.2, UFC-2001.2.1, F-2001.3, F-2001.4, F-2001.5, F-2001.6, UFC-2001.7, UFC-2001.8, UFC-2001.9, UFC-2001.10, UFC-2001.11, F-2002.1, F-2002.2, F-2002.3, F-2002.4, F-2002.5, F-2002.6, UFC-2003.1, F-2003.2, UFC-2004.1, UFC-2004.2, UFC-2004.2.1, UFC-2004.2.2

CHAPTER 21:

UFC-2101.1, F-2101.3, F-2101.4, F-2101.5, F-2102.1, F-2102.2, F-2102.3, F-2102.4, F-2102.5, F-2103.1, F-2103.2, F-2103.3

CHAPTER 22:

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CHAPTER 24:

F-2401.1, F-2401.2, F-2401.3, F-2401.4, F-2403.1, F-2403.2, F-2403.2.1, F-2403.3, F-2403.3.1, F-2403.3.2, F-2403.3.2.1, F-2403.3.2.2, F-2403.4, F-2403.4.5, F-2403.5, F-2403.5.1, F-2403.6, F-2403.6.1, F-2403.6.2, F-2403.6.3, F-2403.7, F-2404.1, F-2405.1, F-2405.2, F-2405.3, F-2405.3.1, F-2405.3.2, F-2405.3.3

CHAPTER 25:

F-2501.1, F-2501.2, F-2501.2.1, F-2502.1, F-2502.2, F-2502.3, F-2503.1

CHAPTER 26:

F-2601.1, F-2601.2, F-2601.3, F-2601.4, F-2602.1, F-2602.2, F-2602.3, F-2603.1, F-2603.2, F-2603.3, F-2603.4, F-2603.5, F-2604.1, F-2604.2

CHAPTER 27:

F-2701.1, F-2701.2, F-2701.3, F-2703.1, F-2703.2, F-2703.3, F-2703.4, F-2703.5, F-2703.6, F-2703.7, F-2703.8, F-2703.9, F-2703.10, F-2703.11, F-2704.1, F-2704.2, F-2704.2.1, F-2704.2.2, F-2704.2.2.1, F-2704.2.2.2, F-2704.2.2.3, F-2704.2.2.4, F-2704.2.3, F-2704.2.4, F-2704.2.5, F-2704.2.5.1, F-2704.2.6, F-2704.3, F-2704.3.2, F-2704.3.2, F-2704.4, F-2705.1, F-2705.2, F-2705.3, F-2705.3.1, F-2705.3.2, F-2705.3.3, F-2705.4, F-2705.5, F-2705.6, F-2705.7

CHAPTER 28:

F-2801.1, F-2801.2, F-2801.3, F-2803.1, F-2803.2, F-2803.2.1, F-2803.2.2, F-2803.2.3, F-2803.3, F-2804.1, F-2804.2

CHAPTER 29:

F-2901.1, F-2901.2, F-2901.3, F-2903.1, F-2903.2, F-2903.2.1, F-2903.3, F-2903.3.1, F-2903.3.2, F-2904.1, F-2904.2, F-2904.3, F-2904.4, F-2904.4.1, F-2905.1, F-2905.2, F-2905.3

CHAPTER 30:

F-3001.1, F-3001.2, F-3001.2.1, F-3001.2.2, F-3001.3, F-3001.4, F-3001.5, F-3003.1, F-3003.2, F-3003.3, F-3003.4, F-3004.1, F-3004.2, F-3004.3, F-3004.3.1, F-3004.3.2, F-3004.3.3, F-3004.3.4, F-3004.3.5, F-3004.3.5.1, F-3004.4, F-3004.4.1, F-3004.4.2, F-3004.4.2.1, F-3004.4.2.2, F-3004.4.3, F-3004.4.4, F-3004.4.4.1, F-3004.4.2, F-3004.4.5, F-3004.4.5.1, F-3004.4.5.2, F-3004.5, F-3004.6, F-3004.7, F-3004.8, F-3004.9, F-3004.10, F-3004.11, F-3004.12, F-3004.13, F-3004.14, F-3004.15, F-3004.16, F-3004.17, F-3004.18, F-3004.19, F-3004.20, F-3005.1, F-3005.2, F-3005.3, F-3005.4, F-3005.5, F-3005.6, F-3005.7, F-3005.8, F-3005.9, F-3005.10, F-3005.11, F-3005.12, F-3005.12.1, F-3005.12.2, F-3005.13, F-3005.14, F-3005.15, F-3005.16, F-3006.16.1, F-3005.17, F-3005.18, F-3005.19, F-3005.20, F-3005.21, F-3006.1, F-3006.2, F-3006.3, F-3006.4, F-3006.5, F-3006.6, F-3007.1, F-3007.2, F-3007.3, F-3007.4, F-3008.1, F-3008.2, F-3008.3, F-3008.4, F-3008.5, F-3008.6, F-3008.7, F-3008.8, F-3009.1, F-3009.2, F-3009.3, F-3009.4, F-3009.5, F-3009.6, F-3009.7, F-3009.8, F-3009.9, F-3009.10, F-3009.11

CHAPTER 31:

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CHAPTER 32:

F-3201.1, UFC-3201.2, UFC3201.3, F-3201.3.1, F-3201.4, F-3201.5, F-3203.1, F-3203.2, F-3203.2.1, UFC-3203.2.2, F-3203.3, F-3203.4, F-3203.5, UFC-3203.5.1, UFC-3205.1.1, F-3203.5.2, F-3203.5.3, F-3203.5.4, F-3203.6, F-3203.7, F-3203.7.1, F-3203.7.2, F-3203.7.3, F-3203.7.4, F-3203.7.5, F-3203.7.6, F-3203.8, F-3203.9, F-3203.10, F-3203.11, F-3204.1, F-3205.1, F-3205.1.1, UFC-3205.1.2, UFC-3205.1.3, F3205.2, F-3205.3, F-3205.4, UFC-3205.4.1, UFC-3205.5, F-3205.6, F-3205.7, F-3205.8, F-3205.9, UFC-3205.10, F-3206.1, F-3206.2, F-3206.3, UFC-3206.3.1, F-3206.3.2, UFC-3206.3.3, F-3206.4, F-3206.5, F-3206.6, F-3206.7, F-3206.8, F-3206.9, F-3207.1, UFC-3207.1.1, UFC3207.1.2, F-3207.2, UFC-3207.2.1, F-3207.3, F-3207.4, UFC-3207.5, UFC-3207.5.1, UFC-3207.5.2, UFC-3207.5.3, UFC-3207.6, UFC-3207.7, UFC-3207.8, UFC-3207.8.1, UFC-3207.9, UFC-3207.9.1, UFC-3207.9.2, UFC-3207.9.3, UFC3207.9.4, UFC-3207.10, UFC-3207.11, F-3208.1, F-3208.2, F-3208.3, F-3208.4, F-3208.4.1, F-3208.4.2, F-3208.5, F-3208.6, F-3208.7, F-3208.8, F-3208.8.1, F-3208.8.2, UFC-3208.9, UFC-3208.9.1, UFC-3208.9.1.1, UFC-3208.9.2, UFC-3208.9.3, UFC-3208.9.4, UFC-3208.9.5, F-3208.10, F-3208.10.1, F-3208.10.2, F-3208.11, F-3208.11.1, F-3208.11.2, UFC-3208.11.3, F-3208.11.4, F-3209.1, F-3209.2, F-3209.3, F-3209.4, F-3209.5, F-3210.1, F-3210.1.1, F-3210.1.2, F-3210.2, F-3210.2.1, F-3210.2.2

CHAPTER 33:

F-3301.1, F-3301.2, F-3301.3, F-3303.1, F-3303.2, F-3303.3, F-3303.3.1

CHAPTER 34:

F-3401.1, F-3401.2, F-3401.3, F-3403.1, F-3403.2, F-3403.2.1, F-3403.2.2, F-3403.2.3, F-3403.2.3.1, F-3403.2.4, F-3403.2.5, F-3403.3, F-3403.3.1, F-3403.3.2, F-3404.1, F-3404.2, F-3404.3, F-3404.3.1, F-3404.4

CHAPTER 35:

F-3501.1, F-3501.2, F-3501.3, F-3503.1, F-3503.2, F-3504.1, F-3504.2, F-3504.2.1, F-3504.3

CHAPTER 36:

UFC-3601.1, F-3601.2, F-3601.2.1, F-3601.3, F-3603.1, F-3603.2, F-3603.3, UFC-3603.4, F-3604.1, F-3604.1.1, F-3604.1.1.1, F-3604.1.1.2, F-3604.1.1.3, F-3604.1.1.4, F-3604.1.2, F-3604.1.3, F-3604.1.4, F-3604.2, F-3605.1, F-3605.2, F-3605.3, F-3605.4, F-3605.4.1, F-3605.5, F-3605.6, F-3606.1, F-3606.2, F-3606.3, F-3607.1, F-3607.2, F-3607.3, F-3608.1, F-3608.2, F-3608.2.1, F-3608.2.2, F-3608.2.3, F-3608.3, UFC-3609.1, F-3609.2, F-3609.3, F-3609.4, F-3609.5

CHAPTER 37:

F-3701.1, F-3701.2, F-3701.3, F-3703.1, F-3703.2, F-3703.2.1, F-3703.2.2, F-3703.2.3, F-3703.2.4, F-3703.2.5, F-3703.2.6, F-3703.2.7, F-3703.2.8, F-3703.2.9, F-3703.2.10, F-3703.3, F-3703.3.1, F-3703.3.2, F-3703.3.3, F-3704.1, F-3704.2, F-3704.2.1, F-3704.2.2, F-3704.3, F-3704.3.1

CHAPTER 38:

F-3801.1, F-3801.2, F-3801.3, F-3803.1, F-3803.2, F-3803.2.1, F-3803.2.1.1, F-3803.2.2, F-3803.2.3, F-3803.2.4, F-3803.2.5, F-3803.2.6, F-3803.2.7, F-3803.2.8, F-3803.3, F-3804.1, F-3804.1.1, F-3804.2, F-3804.3

CHAPTER 39:

F-3901.1, F-3902.1, F-3902.2, F-3902.3, F-3902.4, F-3902.5, F-3902.6, F-3902.7, F-3902.8, F-3902.9, F-3902.10, F-3902.11, F-3902.12, F-3903.1, F-3903.2, F-3903.3, F-3903.4, F-3903.5, F-3904.1, F-3904.2, F-3904.3, F-3905.1, F-3905.2, F-3905.3, F-3905.4, F-3905.5, F-3906.1, F-3906.2, F-3906.3, F-3906.4, F-3906.5

CHAPTER 40:

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CHAPTER 41:

F-4101.1, F-4101.2, F-4101.3, F-4101.4, UFC4103.1, F-4103.2, F-4103.2.1, F-4103.2.2, F-4103.3, F-4104.1, F-4104.2, F-4104.2.1, F-4104.3, F-4104.4

CHAPTER 42:

F-4201.1, F-4201.2, F-4201.3, F-4203.1, F-4203.2, F-4203.2.1, F-4203.2.2, F-4203.2.3, F-4203.2.4, F-4203.2.5, F-4203.3, F-4204.1, F-4204.2, F-4204.3, F-4204.3.1

CHAPTER 43:

F-4301.1, F-4301.2, F-4301.3, F-4303.1, F-4303.2, F-4303.2.1, F-4303.2.2, F-4303.2.3, F-4303.2.4, F-4303.2.5, F-4303.2.6, F-4303.2.7, F-4303.2.8, F-4303.3, F-4304.1, F-4304.2, F-4304.2.1, F-4304.3, F-4304.3.1, F-4304.3.2

[Ohio Revised Code](#) Section 2929.31(A)(14) Violation by an organization: \$1, 479.00

**CITY OF CINCINNATI WASTE DISPOSAL
CHAPTER 729 VIOLATIONS
CINCINNATI MUNICIPAL CODE**

Cincinnati Municipal Code

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
729-27	Removal of dead animals	\$ 130.00
729-29	Depositing garbage on public or private property	130.00
729-41	Disposal of combustible garbage	130.00
729-47	Repealed	130.00
729.53	Transporting putrescible commercial by-products	130.00
729.63	Dumping - Mandatory \$250 fine	304.00
729.69	Unloading waste on sidewalks	130.00
729.73	Discharging noisome substances	130.00
729.75	Escaping hot water or steam	130.00
729.77	Privy vaults	130.00
729-7	Set-out of trash-curb-residential	130.00
729-9	Set-out of trash in alleyway	130.00
729-15	Time limitations on trash containers	130.00
731	Noxious weeds	130.00

Where applicable, City of Cincinnati waste disposal ordinances not listed or newly created violations shall be a payout amount of \$130.00, unless the same or similar violation exists under another payout schedule, in which case the payout shall be the same amount as the same or similar violation previously established.

**CITY OF CINCINNATI LITTERING
CHAPTER 714 VIOLATIONS
CINCINNATI MUNICIPAL CODE**

Cincinnati Municipal Code

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
714-5	Placement of litter in receptacles so as to prevent scattering	130.00
714-9	Sweeping litter into gutters prohibited	130.00
714-11	Duty to keep sidewalks free of litter	130.00
714-15	Truck and vehicle loads causing litter	130.00
714-17	Tracking mud, dirt or other substances on streets	130.00
714-21	Litter in lakes and fountains	130.00
714-23	Throwing or distributing handbills in public places	130.00
714-25	Placing handbills on vehicles	130.00
714-27	Depositing handbills on uninhabited or vacant premises	130.00
714-29	Prohibiting distribution of handbills where posted	130.00
714-31	Distributing handbills at inhabited private premises	130.00
714-33	Posting notices prohibited	130.00
714-35	Litter on occupied private property	130.00
714-37	Owner to maintain premises free of litter	130.00
714-39	Litter on vacant lots	130.00

Where applicable, City of Cincinnati littering ordinances not listed or newly created violations shall be a payout amount of \$130.00, unless the same or similar violation exists under another payout schedule, in which case the payout shall be the same amount as the same or similar violation previously established.

**CITY OF CINCINNATI LITTERING
CHAPTER 701, 723, 843, 846 VIOLATIONS
CINCINNATI MUNICIPAL CODE**

[Cincinnati Municipal Code](#)

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
CHAPTER 701 — Animals, Birds, Fowl		
701-30	Dog Excrement Removal	\$ 130.00
CHAPTER 723 — Streets and Sidewalks-Use Regulations		
723-1	Street Obstructions	81.00
723-5	Encumbering Sidewalks	81.00
723-9	Wholesale Produce Areas	81.00
723-21	Owner Maint. Litter Recep.	81.00
723-33	Sweeping onto Sidewalk	81.00
723-57	Snow Removal	81.00
723-59	Ice on Sidewalks	81.00
CHAPTER 843 — Junk Dealers and Second-Hand Dealers		
843-3	License Required	161.00
843-7	Fence Required	161.00
843-11	Home Sales	161.00
CHAPTER 846 — Motor Vehicle Salvage Dealers		
846-3	License Required	161.00
846-7	Fence Required	161.00
846-9	Records Required	161.00

CITY OF CINCINNATI PARK BOARD RULES (8-19-08)

[Cincinnati Municipal Code](#)

Pursuant to City Charter of the City of Cincinnati, Article VII, Section 1.

<u>PARK RULE</u>	<u>VIOLATION</u>	<u>TOTAL PAYOUT</u>
10	Weapons in park	\$130.00
16	Speeding - Where speed was 25 miles per hour or less over posted speed limit and where there have been no moving traffic offenses within last 12 months	130.00
	Speeding - all other	170.00
27	Disorderly conduct	161.00
30	Resisting officer	161.00
31	Animals and birds	130.00

Where applicable, Cincinnati Park Board sections not listed or newly created violations shall be a payout amount of \$130.00 unless the same or similar violations exists under another payout schedule, in which case the payout shall be the same amount as the same or similar violation previously established.

HAMILTON COUNTY PARK DISTRICT BY-LAWS

CHAPTER 71: LICENSING PROVISIONS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
71.01	Display of license plates or validation stickers	\$130.00

PROHIBITIONS

71.05A - D	Prohibited acts	130.00
71.06	Prohibition against permitting minor to operate vehicle	170.00
71.07	Restriction against owner lending vehicle for use of another	170.00
71.08	Display of license	76.00
71.09	Prohibition against false statements	170.00
71.10	Expired plates	130.00
71.11	Use of unauthorized plates	130.00
71.12	Operating with number of former owner	130.00
71.13	Resident operating with number issued by foreign state	130.00

CHAPTER 72: TRAFFIC RULES

72.01	Lanes of travel upon roadways	\$ 130.00
72.02	Compliance with posted regulations	130.00
72.03	Vehicles travelling opposite directions	130.00
72.04	Emergency vehicles to proceed cautiously past red or stop signal	130.00
72.05	Obeying traffic control devices — operator	130.00
72.05A	Obeying traffic control devices — pedestrians	76.00
72.06	Signal lights	130.00
72.07	Flashing traffic signals	130.00
72.08	Prohibition against alteration, defacing or removal	130.00
72.09	One way highways and rotary traffic island	130.00
72.10	Rules for driving in marked lanes	130.00
72.11A & B	Space between moving vehicles	130.00
72.12	No passing	130.00
72.13	Rules for turns at intersections	130.00
72.14	Turning in roadway prohibited	130.00
72.15	Rules for starting and backing vehicles	130.00
72.16	Turn and stop signals	130.00
72.17	Hand and arm signals	130.00
72.18	Compliance with order of police officer	170.00
72.19	Prohibition against resisting officer	170.00

RIGHT-OF-WAY

72.20	Right-of-way at intersection	\$130.00
72.21	Right-of-way when turning left	130.00
72.22	Right-of-way at through highways, stop signs, yield signs	130.00

72.23	Stop at sidewalk or trail area	130.00
72.24	Right-of-way on public highway	130.00
72.25	Pedestrian on sidewalk or trail has right-of-way	130.00
72.26	Right-of-way of public safety vehicles	130.00
72.27A & B	Animal compliance	130.00
72.28	Pedestrian yield right-of-way to public safety vehicle	76.00
72.29	Pedestrian on crosswalk has right-of-way	130.00
72.30	Right-of-way yielded to blind person	130.00
72.31	Right-of-way yielded by pedestrian	76.00
72.32	Intoxicated or drugged pedestrian hazard on highway	76.00

PEDESTRIANS

72.35	Pedestrians	76.00
72.36	Pedestrian walking along highway	76.00
72.37	Prohibition against soliciting rides, riding on outside of vehicle - operator	130.00
72.37A	Prohibition against soliciting rides, riding on outside of vehicle — pedestrian	76.00
72.38A,D,E	Electrical personal assistive mobility devices	130.00
72.38 B, C	Electrical personal assistive mobility devices	75.00
72.39	Operation of personal delivery device on sidewalks/crosswalks	130.00

RECKLESS OPERATION

72.45	Reckless operation of vehicles	170.00
72.46	Reckless operation off streets and highways, competitive operation	170.00
72.47	Operator to be in reasonable control	130.00

PROHIBITIONS

72.50	Stopping after accident; exchange of identity and vehicle registration	170.00
72.51	Stopping after accident involving injury to persons or property	170.00
72.52	Stopping after accident involving damage to realty	170.00
72.53	Failure to report accident	170.00
72.55	Obstruction of interference affecting view and control of driver	130.00
72.56	Occupying travel trailer while in motion	130.00
72.57	Vehicles on road only	130.00
72.58	Truck prohibitions	130.00
72.59	Obstructing passage of other vehicles	130.00
72.60	Following an emergency or public vehicle prohibited	130.00
72.61	Slow speed	130.00
72.62	Prohibition against placing injurious material on highway	130.00
72.63A - D	Transporting child not in child-restraint system prohibited (1st offense)	130.00
	(2nd offense)	170.00
72.64B-1 & 2	Occupant restraining devices - Driver	120.00
72.64B-3	Occupant restraining devices - Passenger	120.00

72.65	Drag racing defined: prohibited	170.00
72.66	Prohibition against driving through safety zone	130.00
72.67	Snowmobile prohibition	130.00
72.68A	Speed limit	130.00
72.68B	Speed limit (over 50 MPH)	170.00
72.68C	Speed Limit	170.00
72.69	Operating motor vehicles while wearing earphones or earplugs	130.00
72.70	Texting while driving	130.00
72.71	Use of electronic wireless comm. Devices by minors/prob. drivers	130.00

VEHICLE PERMIT

72.75	Permit required	76.00
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CHAPTER 73: PARKING REGULATIONS

73.01	Prohibition against parking on highways	76.00
73.02	Condition when motor vehicle left unattended	130.00
73.03A & C	Parking near curb handicapped	76.00
73.03F	Privileges for handicapped	325.00
73.04	Parking areas	76.00
73.05	No parking in closed areas	76.00

CHAPTER 74: EQUIPMENT AND LOADS

EQUIPMENT

74.01	Unsafe vehicles, prohibition against operation	130.00
74.02	Bumpers on motor vehicles	130.00
74.03	Lighted lights required	130.00
74.04	Headlights	130.00
74.05	Tail lights and illumination of rear license plate	130.00
74.06	Red reflectors required	130.00
74.07	Studded tires	130.00
74.08	Stoplight regulations	130.00
74.09	Red light or flag required	130.00
74.10	Lights on parked vehicles	130.00
74.11	Lights on slow moving vehicles; slow moving vehicle emblem	130.00
74.12	Spotlight and auxiliary driving lights	130.00
74.13	Cowl, fender and backup lights	130.00
74.14	Two lights displayed	130.00
74.15	Headlights required	130.00
74.16	Number of lights permitted; red and flashing lights	130.00
74.17	Focus and aim of headlights	130.00
74.18	Brake equipment; specifications	130.00
74.19	Horns, sirens and warning devices	130.00
74.20	Mufflers; excessive smoke or gas	130.00
74.21	Rearview mirrors	130.00
74.22	Windshields and wipers	130.00
74.23	Wheel protectors required on heavy commercial vehicles	130.00

74.24	Tinted glass	130.00
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LOADS

74.40	Limitation of load extension on left side of vehicle	130.00
74.41	All loads shall be properly secured	130.00

CHAPTER 75: BICYCLES AND MOTORCYCLES

75.02	Operation of motorized bicycle	130.00
75.03	Rules for bicycles, motorcycles and snowmobiles	130.00
75.04	Prohibition against attaching bicycles and sleds to vehicles	130.00
75.05	Riding bicycles, motorcycles abreast	130.00
75.06	Signal devices on bicycles	130.00

CHAPTER 90: ANIMALS

90.01	Hunting and molesting wildlife	161.00
90.02	Domestic animals prohibited	130.00
90.03	Certain pets permitted; supervision; removal of fecal matter	130.00
90.04	Pets in play areas	130.00
90.05	Jacklighting prohibited	161.00
90.06	Wild Animals; ownership by state	161.00
90.07	Fishing license required	81.00
90.08	Fishing regulations	130.00

CHAPTER 91: ALCOHOLIC BEVERAGES

91.02	Activities prohibited without permit	161.00
91.03	Misrepresentation to obtain alcoholic beverage for a minor prohibited	130.00
91.04	Possession/consumption low alcoholic beverage	130.00
91.05	Prohibition against consumption in motor vehicle	130.00
91.06A	Open container prohibited in park	130.00
91.06B	Underage consumption	130.00
91.07	Open container near roadway	130.00
91.08	Bringing alcohol onto permit premises	130.00
91.09	Furnishing alcohol to minors	161.00

CHAPTER 92: FIREARMS, FIREWORKS, FIRE PREVENTION

FIREARMS

92.01	Carrying concealed weapons	161.00
92.02	Using weapons while intoxicated	161.00
92.03	Improperly handling firearms in motor vehicle	161.00
92.04	Underage purchase of firearms or handguns	161.00
92.05	Discharging firearms	161.00
92.06	Possession in park prohibited	161.00
92.10	Restrictions	161.00
92.11	Permit for possession in park	161.00

FIRE PREVENTION

92.20	Fires	130.00
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CHAPTER 110: GENERAL PROVISION

110.01	Commercial enterprises	130.00
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CHAPTER 130: GENERAL PROVISIONS

130.02	Attempt	130.00
130.03	Complicity	130.00

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
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CHAPTER 131: OFFENSES AGAINST PROPERTY AND ENVIRONMENT

131.01	Criminal damaging or endangering	130.00
131.02	Criminal mischief	130.00
131.03	Criminal trespass	161.00
131.04	Tampering with a coin machine	130.00
131.05	Desecration	161.00
131.06	Preservation of property and natural features	130.00
131.07	Waste materials and litter	161.00
131.08	Camps	130.00
131.09	Water regulations	130.00
131.10	Climbing	130.00
131.11	Throwing objects	130.00
131.12	Aerosol paint cans	130.00
131.13	Air pollution	130.00
131.14	Play equipment	130.00
131.15	Burning material	130.00
131.16	Model toys	130.00
131.17	Aircraft and hot air balloons	161.00
131.18	Sledding, skiing, and ice skating	130.00
131.19	Defacing roadways	130.00

131.20	Roller skating; skateboards	130.00
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CHAPTER 132: OFFENSES AGAINST PUBLIC PEACE

132.01	Riot	161.00
132.02	Failure to disperse	161.00
132.03	Disorderly conduct	161.00
132.04	Disturbing a lawful meeting	161.00
132.05	Misconduct at an emergency	161.00
132.06	Inducing panic	161.00
132.07	Making false alarms	161.00
132.08	Observance of good order; removal	161.00
132.09	Noise; sound amplification	130.00
132.10	Hours of operation	130.00
132.11	Loitering	130.00
132.12	Public intoxication	130.00
132.13	Signs	130.00
132.14	Authorization for meetings	130.00

CHAPTER 133: SEX OFFENSES

133.02	Sexual imposition	161.00
133.04	Voyeurism	161.00
133.05	Public indecency	161.00
133.06	Procuring	161.00
133.07	Soliciting	161.00
133.08	Prostitution	161.00
133.09	Disseminating matter harmful to juveniles	161.00

CHAPTER 134: GAMBLING

134.02	Public gaming	161.00
134.03	Cheating	161.00
134.04	Regulations concerning operation of licensed bingo game	161.00

CHAPTER 135: OFFENSES AGAINST PERSONS

135.01	Assault	161.00
135.02	Negligent assault	161.00
135.03	Menacing	161.00
135.04	Coercion	161.00
135.06	Contributing to unruliness or delinquency of a child	161.00
135.07	Telecommunications harassment	161.00
135.08	Placing harmful objects in food or confection	161.00

CHAPTER 136: OFFENSES AGAINST JUSTICE AND ADMINISTRATION

136.01	Falsification	161.00
136.02	Failure to aid a law enforcement officer	161.00

136.03	Obstructing official business	161.00
136.04	Obstructing justice	161.00
136.05	Resisting arrest	161.00
136.06	Personating an officer	161.00
136.07	Impersonating a peace officer	161.00
136.08	Destruction of evidence	161.00
136.09	Protects law enforcement animals	161.00

CHAPTER 137: THEFT AND FRAUD

137.01	Theft	161.00
137.02 A	Unauthorized use of a motor vehicle	161.00
137.03	Unauthorized use of property	161.00
137.04	Passing bad checks	161.00
137.05	Misuse of credit cards	161.00
137.06	Making or using slugs	161.00
137.07	Prima facie evidence of purpose to defraud	161.00
137.08	Receiving stolen property	161.00
137.09	Unlawful display of law enforcement emblem	161.00
137.10	Payment of fees	161.00

CHAPTER 138: DRUG OFFENSES

138.02	Drug abuse NA	161.00
138.03	Possessing drug abuse instruments	130.00
138.04	Permitting drug abuse	161.00
138.05	Abusing harmful intoxicants	130.00
138.06A	Counterfeit controlled substance	130.00
138.07	Use, possession, or sale of drug paraphernalia	130.00

Where applicable, violations not listed or newly created violations shall be a payout of \$130.00, unless the same or similar violation exists under another payout schedule, in which case the payout shall be the same amount as the same or similar violation previously established.

ANDERSON TOWNSHIP PARK DISTRICT RULES & REGULATIONS

Pursuant to Section 511.23(F), [Ohio Revised Code](#)

<u>PARK RULE</u>	<u>DESCRIPTION</u>	<u>TOTAL PAYOUT</u>
1	Remove property, vandalism	\$ 130.00
2	Pollution, littering, dumping	161.00
3	Hunt in park	161.00
3A	Molest wildlife	161.00
4	Fires	130.00
5	Weapons in park	130.00
6	Unauthorized camping	130.00
7	Disorderly conduct	161.00
7A	Obstruct or resist Ranger	161.00
7B	Refuse to leave	161.00
7C	Disobey posted rules	161.00
	Refuse to pay fee	130.00
7D	Loud music, amplifiers	130.00
7E	In park after closing	130.00
7F	Driving golf balls	130.00
7G	Loitering	130.00
8	Speed in park	120.00
	Speed over 35 MPH	160.00
	Moving citation in last year	160.00
8A	Parking violation	76.00
8B	Vehicle equipment violation	120.00
8C	Drive off roadway	120.00
8D	Reckless driving in park	160.00
8E	Trucks in park	120.00
8F	Park sign violation	120.00
8G	Horse in park	121.00
9	Possess intoxicating liquor	130.00
*9A	Minor with beer in park	
9B	Furnish beer to minor	130.00
9C	Open flask near roadway	130.00
10	Possess controlled substance	281.00
11	Possess harmful intoxicant	161.00
12	Public intoxication	130.00
13	Soliciting	130.00
14	Post, distribute bills	130.00
15	Graze animals	130.00
15A	Leash violation	130.00
17	Public event without permit	130.00

* By-Law 9A pertains to juvenile defendants only over which the Hamilton County Municipal Court has no jurisdiction. Accordingly, no fine has been established for that violation.

Crosby Township Property Maintenance Code

Each of the following CTPM Code Sections can be charged as a Minor Misdemeanor

Each of the offenses below has a fine of \$130.00

302-1 Failure to Maintain Exterior of Premises.

302-2 Failure to Grading or Drain Properly.

302-3 Failure to Maintain Sidewalks and driveways.

302-4 Failure to Remove Weeds and Plant Growth,

302-5 Rodent harborage.

302-6 Improper Discharge from Exhaust vents.

302-7 Failure to Maintain Accessory structures.

302-8 Improper Storage of Motor vehicles.

302-9 Defacement of property.

303-1 Failure to Maintain Swimming pool.

303-2 Failure to Properly Enclose Swimming Pool, Tub or Spa.

304-1 Failure to Maintain Exterior of Structure.

304-2 Failure to Provide Protective treatment.

304-3 Premises identification.

304-4 Failure to Maintain Structural members.

304-5 Failure to Maintain Foundation walls.

304-6 Failure to Maintain Exterior walls,

304-7 Failure to Maintain Roofs, Drains, Gutters and Down spouts.

304-8 Failure to Maintain Decorative features.

304-9 Failure to Maintain Overhang extensions.

304-10 Failure to Maintain Stairways, decks, porches and balconies.

304-11 Failure to Maintain Chimneys and towers.

304-12 Failure to Maintain Handrails and guards.

304-13 Failure to Maintain Window, skylight and door frames.

304-13-1 Failure to Maintain Glazing.

304-13-2 Improper windows.

304-14 Improper Insect screens.

304-15 Failure to Maintain Doors.

304-16 Failure to Maintain Basement hatchways.

304-17 Missing Guards for basement windows.

304-18 Failure to Provide Building security.

304-18-1 Missing Deadbolt Lock.

304-18-2 Missing Window sash locking device.

304-18-3 Missing Basement hatchway Lock.

306-1 Missing Handrails and Guards.

307-1 Accumulation of rubbish or garbage.

307-2 Improper Disposal of rubbish.

307-2-1 Failure to Provide Rubbish storage facilities,

307-2-2 Improper Storage of Refrigerators.

307-3 Improper Disposal of garbage.

307-3-1 Failure to Provide Garbage facilities.

307-3-2 Failure to Provide Containers.

308-1 Infestation.

308-3 Failure by Occupant to Exterminate.

308-4 Responsibilities in Multiple Occupancy Structures.

308-5 Responsibility of Occupant to Prevent Rodent Condition.

Delhi Township Park Rules

For Delhi Park, Five Points Park, Story Woods Park, Springhouse, Veteran's Memorial
Park

Pursuant to Sections 505.261 and 511.32, Ohio Revised Code

<u>Park Rules</u>	<u>2.0 Vehicle Regulations</u>	<u>FINE</u>
2.1	Reckless Operation	\$160
2.2	Reckless Operation (Public or Private property other than road)	\$160
2.3	Fail to maintain reasonable control	\$120
2.4	Vehicles only to be operated on road	\$76
2.5	Truck Prohibitions (unless authorized by Park Director)	\$120
2.6	Speeding (No speed greater than 15mph unless posted otherwise)	\$120
2.7	Snowmobile Prohibition	\$120
	2.8 Parking Violations	
2.8.1	No stopping/parking on traveled portion of road unless authorized parking spot	\$76
2.8.2	This section does not apply to disabled vehicles	
2.8.3	No parking (where signs are posted prohibiting same)	\$76
2.8.4	No parking in closed areas (including after hours)	\$76
2.8.5	Officer may remove ignition key	\$76
2.8.6	This section does not apply to emergency vehicles	
	3.0 Animals	
	3.1 Hunting & molesting wildlife	
3.1.1	Hunting & molesting wildlife prohibited	\$161
3.1.2	This section does not apply to Park Personnel	
	3.2 Certain Pets permitted; Supervision: Removal of fecal matter	
3.2.1	Pet defined: Any privately owned animal whether domestic or wild	
3.2.2	Leash law; animals destructive to wildlife prohibited	\$130
3.2.3	No pet allowed to be a nuisance to anyone in park	\$130
3.2.4	Removal of fecal material required	\$130
3.2.5	This section does not assure admittance into park w/ pet if in conflict with Board of Health; preservation of public safety; or order within park where posted	
3.3	No animals to be ridden in park unless authorized	\$77
	4.0 Glass Containers/ Alcohol	
4.1	Glass containers prohibited	\$130
4.2	This does not apply to items stored at park lodge	
	5.0 Fire Prevention	
5.1	No person shall start, maintain, or assist in maintaining a fire	\$130
	6.0 Commercial Enterprises and Soliciting	
6.1	No person shall sell or offer to sell anything without permission from Park Director	\$130
6.2	No person shall do any begging, hawking, peddling or soliciting in the park	\$130

	7.0 Other Regulations	
	7.1 Litter	
7.1.1	No person shall bring into or cause to be brought into the park from outside any garbage, ashes, sewage, or refuse for depositing in any manner within the park.	\$161
7.1.2	Cans, bottles and all other waste material must be placed in trash containers	\$161
	7.2 Camps	
7.2.1	No person shall establish or maintain any camp or other temporary lodging place without permission from Park Director	\$130
	7.3 Paint cans	
7.3.1	No person shall carry or possess a paint can in the park	\$130
	7.4 Play Equipment	
7.4.1	Playing of horseshoes or other games with play equipment shall be confined to areas set aside and designated for such purposes & with due regard to safety of others	\$130
	7.5 Model Toys	
7.5.1	Model toys prohibited (Except with permission from Park Director)	\$130
	7.6 Air rifles, archery equipment, other	
7.6.1	Air guns including but not limited to paint ball guns sling shots and archery equipment or other activities presenting risk to patrons prohibited	\$130
	7.7 Posted Regulations	
7.7.1	Violation of any posted regulation within a Delhi Park prohibited.	\$130
	8.0 Hours of operation	
8.1	No person shall remain in or use a Park or facilities after Park or facility is closed.	\$130
	Park Hours are as follows:	
8.1.1	Delhi Park - 6:00 AM to 8:00 PM from November 1 through March 31; and 6:00 AM to 10:00 PM from April 1 through October 31 unless otherwise posted or authorized. All persons must leave lodge area by 1:00 a.m. when lodge is being used.	\$130
8.1.2	Five Points Park - dawn to dusk unless otherwise posted or authorized	\$130
8.1.3	Story Woods Park - dawn to dusk unless otherwise posted or authorized	\$130
8.1.4	Springhouse - dawn to dusk unless otherwise posted or authorized	\$130
8.1.5	Veteran's Memorial Park - dawn to dusk unless otherwise posted or authorized	\$130
8.1.6	The hours of operation for specific areas, features, attractions, activities within the Park (for example, play area, skate plaza, basketball courts, tennis courts, ball fields, walking trails, etc.) may be adjusted periodically or seasonally as posted	\$130

Green Township Property Maintenance Code

Each of the following GTPM Code Sections can be charged as a Minor Misdemeanor

Each of the offenses below has a fine of \$130.00

- 102-2 Failure to Maintain in Good Working Order.**
- 102-3 Failure to Comply with Other Codes.**
- 102-5 Failure to Repair in Workmanlike Manner.**
- 105-4 Improper Reuse of Material or Equipment**
- 106-1 Failure to Comply with Maintenance Code.**
- 106-5 Failure to Repair Prior to Transfer of Ownership.**
- 117-1-1 Unsafe Structures.**
- 117-1-3 Structure Unfit for Human Occupancy.**
- 117-1-4 Unlawful Structure.**
- 117-2 Failure to Close Vacant Structures.**
- 117-3 Failure to Post Notice.**
- 117-4-1 Improper Removal or Defacement of Placard.**
- 117-5 Prohibited occupancy.**
- 118-1 Improper Entry.**
- 118-2 Temporary safeguards.**
- 118-3 Failure to Observe Closing Order.**
- 119-1 Order to Demolish Structure.**
- 119-3 Failure to comply with Demolition Order.**
- 301-2 Failure to Comply with Responsibilities of Owners and Occupants.**
- 301-3 Failure to Maintain Vacant structures and Land.**
- 302-1 Failure to Maintain Exterior of Premises.**

302-2 Failure to Grading or Drain Properly.

302-3 Failure to Maintain Sidewalks and driveways.

302-4 Failure to Remove Weeds and Plant Growth,

302-5 Rodent harborage.

302-6 Improper Discharge from Exhaust vents.

302-7 Failure to Maintain Accessory structures.

302-8 Improper Storage of Motor vehicles.

302-9 Defacement of property.

303-1 Failure to Maintain Swimming pool.

303-2 Failure to Properly Enclose Swimming Pool, Tub or Spa.

304-1 Failure to Maintain Exterior of Structure.

304-2 Failure to Provide Protective treatment.

304-3 Premises identification.

304-4 Failure to Maintain Structural members.

304-5 Failure to Maintain Foundation walls.

304-6 Failure to Maintain Exterior walls,

304-7 Failure to Maintain Roofs, Drains, Gutters and Down spouts.

304-8 Failure to Maintain Decorative features.

304-9 Failure to Maintain Overhang extensions.

304-10 Failure to Maintain Stairways, decks, porches and balconies.

304-11 Failure to Maintain Chimneys and towers.

304-12 Failure to Maintain Handrails and guards.

304-13 Failure to Maintain Window, skylight and door frames.

304-13-1 Failure to Maintain Glazing.

304-13-2 Improper windows.

304-14 Improper Insect screens.

304-15 Failure to Maintain Doors.

304-16 Failure to Maintain Basement hatchways.

304-17 Missing Guards for basement windows.

304-18 Failure to Provide Building security.

304-18-1 Missing Deadbolt Lock.

304-18-2 Missing Window sash locking device.

304-18-3 Missing Basement hatchway Lock.

306-1 Missing Handrails and Guards.

307-1 Accumulation of rubbish or garbage.

307-2 Improper Disposal of rubbish.

307-2-1 Failure to Provide Rubbish storage facilities,

307-2-2 Improper Storage of Refrigerators.

307-3 Improper Disposal of garbage.

307-3-1 Failure to Provide Garbage facilities.

307-3-2 Failure to Provide Containers.

308-1 Infestation.

308-3 Failure by Occupant to Exterminate.

308-4 Responsibilities in Multiple Occupancy Structures.

308-5 Responsibility of Occupant to Prevent RodentCondition.

HAMILTON COUNTY ZONING VIOLATIONS

Pursuant to Chapter 24, Hamilton County Zoning Resolution, [Ohio Revised Code](#) 303.01 to 303.25, 303.99, and 2935.26:

24-7

TABLE OF PENALTIES FOR ZONING VIOLATIONS

<u>Type of violation</u>	<u>1st Violation</u>	<u>2nd* Violation</u>	<u>3rd** Violation</u>
(1) Junk Vehicle	\$130.00	\$155.00	\$275.00
(2) Storage of Boat, Trailer or other type of RV	130.00	155.00	275.00
(3) Main Structure	130.00	155.00	275.00
(4) Accessory Structure (Fences, Signs, Pools, Sheds, etc.)	130.00	155.00	275.00
(5) Yard Requirements	130.00	155.00	275.00
(6) Usage	130.00	155.00	275.00
(7) Violation of Terms	130.00	155.00	275.00
(8) Failure of Obtain Zoning Certificate	130.00	155.00	275.00

* A second violation means a second violation of the same type per property with the same ownership.

** A third violation means a third violation of the same type per property with the same ownership.

**Administrative Rules
of
The Hamilton County
Municipal Court
CRIMINAL AND TRAFFIC VIOLATIONS BUREAU
SUP. R. 18
PAYOUT SCHEDULES**

For all amendments through January 1, 2003

HAMILTON COUNTY MUNICIPAL COURT

PAYOUT SCHEDULES

**PURSUANT TO REVISED CODE
2935.26, 1901.26, 1901.261
OHIO TRAFFIC RULE 13C
LOCAL RULES OF COURT**

Collected for the State of Ohio pursuant to Revised Code 2743.70 and Revised Code 2949.091, include costs and fees pursuant to R.C. 1901.26, 1901.261, and 2935.26 and 30%-70% local costs which shall be retained as such by the Clerk of the Hamilton County Municipal Court. The balance of such funds shall be paid to the appropriate authority as provided by law.

Clerk of Courts in excess of the maximum fine of \$150.00 for any minor misdemeanor is hereby declared as Court Costs and shall be distributed according to prior order of the Court. Any fine collected as a mandatory fine as defined by the R.C. or the CMC shall be assessed against the total fine and shall be distributed according to law prior to any distribution of the balance of any fine collected.

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List of applicable Ohio Revised Code

List of applicable Ohio Revised Code Sections:

Title 5 Townships

Chapter 505 Trustees

1. *R.C. §505.74 Model or standard building code violations*
2. *R.C. §505.99 Penalty*

Chapter 519 Township Zoning

3. *R.C. §519.23 Prohibition against violating resolution*
4. *R.C. §519.99 Penalty*

Title 29 Crimes-Procedure

Chapter 2901 General Provisions

5. *R.C. §2901.02 Classification of crimes*
6. *R.C. §2901.23 Criminal liability of organizations*
7. *R.C. §2901.24 Personal liability for organizational conduct*

Chapter 2929 Penalties and Sentencing

8. *R.C. §2929.24 Definite jail terms for misdemeanors*
9. *R.C. §2929.27 Nonresidential sanctions – misdemeanor*
10. *R.C. §2929.28 Financial sanctions – misdemeanor*
11. *R.C. §2929.31 Fines for organizations by degree of offense*



Ohio Revised Code

Section 505.74 Model or standard building code violations.

Effective: October 20, 1987

Legislation: House Bill 285 - 117th General Assembly

No person shall violate a standard existing structures code as adopted pursuant to section 505.73 of the Revised Code. Each day of continued violation of this section constitutes a separate offense.



Ohio Revised Code Section 505.99 Penalty.

Effective: July 1, 1996

Legislation: Senate Bill 2 - 121st General Assembly

Whoever violates section 505.374, 505.74, 505.75, 505.76, 505.77, or 505.94 of the Revised Code is guilty of a minor misdemeanor.



Ohio Revised Code

Section 519.23 Prohibition against violating resolution.

Effective: October 1, 1953

Legislation: Senate Bill 361 - 100th General Assembly

No building shall be located, erected, constructed, reconstructed, enlarged, changed, maintained, or used, and no land shall be used in violation of any resolution, or amendment or supplement to such resolution, adopted by any board of township trustees under sections 519.02 to 519.25, inclusive, of the Revised Code. Each day's continuation of a violation of this section may be deemed a separate offense.



Ohio Revised Code Section 519.99 Penalty.

Effective: June 14, 2000

Legislation: House Bill 544 - 123rd General Assembly

Whoever violates sections 519.01 to 519.25 of the Revised Code shall be fined not more than five hundred dollars for each offense.



Ohio Revised Code

Section 2901.02 Classification of crimes.

Effective: September 23, 2011

Legislation: House Bill 5 - 129th General Assembly

As used in the Revised Code:

(A) Offenses include aggravated murder, murder, felonies of the first, second, third, fourth, and fifth degree, misdemeanors of the first, second, third, and fourth degree, minor misdemeanors, and offenses not specifically classified.

(B) Aggravated murder when the indictment or the count in the indictment charging aggravated murder contains one or more specifications of aggravating circumstances listed in division (A) of section 2929.04 of Revised Code, and any other offense for which death may be imposed as a penalty, is a capital offense.

(C) Aggravated murder and murder are felonies.

(D) Regardless of the penalty that may be imposed, any offense specifically classified as a felony is a felony, and any offense specifically classified as a misdemeanor is a misdemeanor.

(E) Any offense not specifically classified is a felony if imprisonment for more than one year may be imposed as a penalty.

(F) Any offense not specifically classified is a misdemeanor if imprisonment for not more than one year may be imposed as a penalty.

(G) Any offense not specifically classified is a minor misdemeanor if the only penalty that may be imposed is one of the following:

(1) For an offense committed prior to January 1, 2004, a fine not exceeding one hundred dollars;

(2) For an offense committed on or after January 1, 2004, a fine not exceeding one hundred fifty



dollars, community service under division (D) of section 2929.27 of the Revised Code, or a financial sanction other than a fine under section 2929.28 of the Revised Code.



Ohio Revised Code

Section 2901.23 Criminal liability of organizations.

Effective: May 22, 2012

Legislation: House Bill 267 - 129th General Assembly

(A) An organization may be convicted of an offense under any of the following circumstances:

(1) The offense is a minor misdemeanor committed by an officer, agent, or employee of the organization acting in its behalf and within the scope of the officer's, agent's, or employee's office or employment, except that if the section defining the offense designates the officers, agents, or employees for whose conduct the organization is accountable or the circumstances under which it is accountable, those provisions shall apply.

(2) A purpose to impose organizational liability plainly appears in the section defining the offense, and the offense is committed by an officer, agent, or employee of the organization acting in its behalf and within the scope of the officer's, agent's, or employee's office or employment, except that if the section defining the offense designates the officers, agents, or employees for whose conduct the organization is accountable or the circumstances under which it is accountable, those provisions shall apply.

(3) The offense consists of an omission to discharge a specific duty imposed by law on the organization.

(4) If, acting with the kind of culpability otherwise required for the commission of the offense, its commission was authorized, requested, commanded, tolerated, or performed by the board of directors, trustees, partners, or by a high managerial officer, agent, or employee acting in behalf of the organization and within the scope of such a board's or person's office or employment.

(B) If strict liability is imposed for the commission of an offense, a purpose to impose organizational liability shall be presumed, unless the contrary plainly appears.

(C) In a prosecution of an organization for an offense other than one for which strict liability is imposed, it is a defense that the high managerial officer, agent, or employee having supervisory



responsibility over the subject matter of the offense exercised due diligence to prevent its commission. This defense is not available if it plainly appears inconsistent with the purpose of the section defining the offense.

(D) As used in this section, "organization" means a corporation for profit or not for profit, partnership, limited partnership, joint venture, unincorporated nonprofit association, estate, trust, or other commercial or legal entity. "Organization" does not include an entity organized as or by a governmental agency for the execution of a governmental program.



Ohio Revised Code

Section 2901.24 Personal liability for organizational conduct.

Effective: January 1, 1974

Legislation: House Bill 511 - 109th General Assembly

(A) An officer, agent, or employee of an organization as defined in section 2901.23 of the Revised Code may be prosecuted for an offense committed by such organization, if he acts with the kind of culpability required for the commission of the offense, and any of the following apply:

(1) In the name of the organization or in its behalf, he engages in conduct constituting the offense, or causes another to engage in such conduct, or tolerates such conduct when it is of a type for which he has direct responsibility;

(2) He has primary responsibility to discharge a duty imposed on the organization by law, and such duty is not discharged.

(B) When a person is convicted of an offense by reason of this section, he is subject to the same penalty as if he had acted in his own behalf.



Ohio Revised Code

Section 2929.24 Definite jail terms for misdemeanors.

Effective: April 4, 2023

Legislation: Senate Bill 288

(A) Except as provided in section 2929.22 or 2929.23 of the Revised Code or division (E) of this section and unless another term is required or authorized pursuant to law, if the sentencing court imposing a sentence upon an offender for a misdemeanor elects or is required to impose a jail term on the offender pursuant to this chapter, the court shall impose a definite jail term that shall be one of the following:

(1) For a misdemeanor of the first degree, not more than one hundred eighty days;

(2) For a misdemeanor of the second degree, not more than ninety days;

(3) For a misdemeanor of the third degree, not more than sixty days;

(4) For a misdemeanor of the fourth degree, not more than thirty days.

(B)(1) A court that sentences an offender to a jail term under this section may permit the offender to serve the sentence in intermittent confinement or may authorize a limited release of the offender as provided in division (B) of section 2929.26 of the Revised Code. The court retains jurisdiction over every offender sentenced to jail to modify the jail sentence imposed at any time, but the court shall not reduce any mandatory jail term.

(2)(a) If a prosecutor, as defined in section 2935.01 of the Revised Code, has filed a notice with the court that the prosecutor wants to be notified about a particular case and if the court is considering modifying the jail sentence of the offender in that case, the court shall notify the prosecutor that the court is considering modifying the jail sentence of the offender in that case. The prosecutor may request a hearing regarding the court's consideration of modifying the jail sentence of the offender in that case, and, if the prosecutor requests a hearing, the court shall notify the eligible offender of the hearing.



(b) If the prosecutor requests a hearing regarding the court's consideration of modifying the jail sentence of the offender in that case, the court shall hold the hearing before considering whether or not to release the offender from the offender's jail sentence.

(C) If a court sentences an offender to a jail term under this section and the court assigns the offender to a county jail that has established a county jail industry program pursuant to section 5147.30 of the Revised Code, the court shall specify, as part of the sentence, whether the offender may be considered for participation in the program. During the offender's term in the county jail, the court retains jurisdiction to modify its specification regarding the offender's participation in the county jail industry program.

(D) If a person is sentenced to a jail term pursuant to this section, the court may impose as part of the sentence pursuant to section 2929.28 of the Revised Code a reimbursement sanction, and, if the local detention facility in which the term is to be served is covered by a policy adopted pursuant to section 307.93, 341.14, 341.19, 341.21, 341.23, 753.02, 753.04, 753.16, 2301.56, or 2947.19 of the Revised Code and section 2929.37 of the Revised Code, both of the following apply:

(1) The court shall specify both of the following as part of the sentence:

(a) If the person is presented with an itemized bill pursuant to section 2929.37 of the Revised Code for payment of the costs of confinement, the person is required to pay the bill in accordance with that section.

(b) If the person does not dispute the bill described in division (D)(1)(a) of this section and does not pay the bill by the times specified in section 2929.37 of the Revised Code, the clerk of the court may issue a certificate of judgment against the person as described in that section.

(2) The sentence automatically includes any certificate of judgment issued as described in division (D)(1)(b) of this section.

(E)(1) If an offender is convicted of or pleads guilty to a misdemeanor violation of section 2907.23, 2907.24, 2907.241, or 2907.25 of the Revised Code and to a specification of the type described in section 2941.1421 of the Revised Code and if the court imposes a jail term on the offender for the



misdemeanor violation, the court may impose upon the offender an additional definite jail term as follows:

(a) Subject to division (E)(1)(b) of this section, an additional definite jail term of not more than sixty days;

(b) If the offender previously has been convicted of or pleaded guilty to one or more misdemeanor or felony violations of section 2907.22, 2907.23, 2907.24, 2907.241, or 2907.25 of the Revised Code and also was convicted of or pleaded guilty to a specification of the type described in section 2941.1421 of the Revised Code regarding one or more of those violations, an additional definite jail term of not more than one hundred twenty days.

(2) In lieu of imposing an additional definite jail term under division (E)(1) of this section, the court may directly impose on the offender a sanction that requires the offender to wear a real-time processing, continual tracking electronic monitoring device during the period of time specified by the court. The period of time specified by the court shall equal the duration of an additional jail term that the court could have imposed upon the offender under division (E)(1) of this section. A sanction imposed under this division shall commence on the date specified by the court, provided that the sanction shall not commence until after the offender has served the jail term imposed for the misdemeanor violation of section 2907.23, 2907.24, 2907.241, or 2907.25 of the Revised Code and any residential sanction imposed for the violation under section 2929.26 of the Revised Code. A sanction imposed under this division shall be considered to be a community control sanction for purposes of section 2929.25 of the Revised Code, and all provisions of the Revised Code that pertain to community control sanctions shall apply to a sanction imposed under this division, except to the extent that they would by their nature be clearly inapplicable. The offender shall pay all costs associated with a sanction imposed under this division, including the cost of the use of the monitoring device.

(F) If an offender is convicted of or pleads guilty to a misdemeanor violation of section 2903.13 of the Revised Code and also is convicted of or pleads guilty to a specification of the type described in section 2941.1423 of the Revised Code that charges that the victim of the violation was a woman whom the offender knew was pregnant at the time of the violation, the court shall impose on the offender a mandatory jail term that is a definite term of at least thirty days.



(G) If a court sentences an offender to a jail term under this section, the sentencing court retains jurisdiction over the offender and the jail term. Upon motion of either party or upon the court's own motion, the court, in the court's sole discretion and as the circumstances warrant, may substitute one or more community control sanctions under section 2929.26 or 2929.27 of the Revised Code for any jail days that are not mandatory jail days.



Ohio Revised Code

Section 2929.27 Nonresidential sanctions - misdemeanor.

Effective: September 23, 2011

Legislation: House Bill 5 - 129th General Assembly

(A) Except when a mandatory jail term is required by law, the court imposing a sentence for a misdemeanor, other than a minor misdemeanor, may impose upon the offender any nonresidential sanction or combination of nonresidential sanctions authorized under this division. Nonresidential sanctions include, but are not limited to, the following:

- (1) A term of day reporting;
- (2) A term of house arrest with electronic monitoring or continuous alcohol monitoring or both electronic monitoring and continuous alcohol monitoring, a term of electronic monitoring or continuous alcohol monitoring without house arrest, or a term of house arrest without electronic monitoring or continuous alcohol monitoring;
- (3) A term of community service of up to five hundred hours for a misdemeanor of the first degree or two hundred hours for a misdemeanor of the second, third, or fourth degree;
- (4) A term in a drug treatment program with a level of security for the offender as determined necessary by the court;
- (5) A term of intensive probation supervision;
- (6) A term of basic probation supervision;
- (7) A term of monitored time;
- (8) A term of drug and alcohol use monitoring, including random drug testing;
- (9) A curfew term;



(10) A requirement that the offender obtain employment;

(11) A requirement that the offender obtain education or training;

(12) Provided the court obtains the prior approval of the victim, a requirement that the offender participate in victim-offender mediation;

(13) If authorized by law, suspension of the offender's privilege to operate a motor vehicle, immobilization or forfeiture of the offender's motor vehicle, a requirement that the offender obtain a valid motor vehicle operator's license, or any other related sanction;

(14) A requirement that the offender obtain counseling if the offense is a violation of section 2919.25 or a violation of section 2903.13 of the Revised Code involving a person who was a family or household member at the time of the violation, if the offender committed the offense in the vicinity of one or more children who are not victims of the offense, and if the offender or the victim of the offense is a parent, guardian, custodian, or person in loco parentis of one or more of those children. This division does not limit the court in requiring that the offender obtain counseling for any offense or in any circumstance not specified in this division.

(B) If the court imposes a term of community service pursuant to division (A)(3) of this section, the offender may request that the court modify the sentence to authorize the offender to make a reasonable contribution, as determined by the court, to the general fund of the county, municipality, or other local entity that provides funding to the court. The court may grant the request if the offender demonstrates a change in circumstances from the date the court imposes the sentence or that the modification would otherwise be in the interests of justice. If the court grants the request, the offender shall make a reasonable contribution to the court, and the clerk of the court shall deposit that contribution into the general fund of the county, municipality, or other local entity that provides funding to the court. If more than one entity provides funding to the court, the clerk shall deposit a percentage of the reasonable contribution equal to the percentage of funding the entity provides to the court in that entity's general fund.

(C) In addition to the sanctions authorized under division (A) of this section, the court imposing a sentence for a misdemeanor, other than a minor misdemeanor, upon an offender who is not required



to serve a mandatory jail term may impose any other sanction that is intended to discourage the offender or other persons from committing a similar offense if the sanction is reasonably related to the overriding purposes and principles of misdemeanor sentencing.

(D) The court imposing a sentence for a minor misdemeanor may impose a term of community service in lieu of all or part of a fine. The term of community service imposed for a minor misdemeanor shall not exceed thirty hours. After imposing a term of community service, the court may modify the sentence to authorize a reasonable contribution, as determined by the court, to the appropriate general fund as provided in division (B) of this section.



Ohio Revised Code

Section 2929.28 Financial sanctions - misdemeanor.

Effective: April 6, 2023

Legislation: House Bill 343

(A) In addition to imposing court costs pursuant to section 2947.23 of the Revised Code, the court imposing a sentence upon an offender for a misdemeanor, including a minor misdemeanor, may sentence the offender to any financial sanction or combination of financial sanctions authorized under this section and, if the offender is being sentenced for a criminal offense as defined in section 2930.01 of the Revised Code, shall sentence the offender to make restitution pursuant to this section and section 2929.281 of the Revised Code. If the court, in its discretion or as required by this section, imposes one or more financial sanctions, the financial sanctions that may be imposed pursuant to this section include, but are not limited to, the following:

(1) Unless the misdemeanor offense could be disposed of by the traffic violations bureau serving the court under Traffic Rule 13, restitution by the offender to the victim of the offender's crime or the victim's estate, in an amount based on the victim's economic loss. The court may not impose restitution as a sanction pursuant to this division if the offense could be disposed of by the traffic violations bureau serving the court under Traffic Rule 13. If the court requires restitution, the court shall order that the restitution be made to the victim in open court or to the adult probation department that serves the jurisdiction or the clerk of the court on behalf of the victim.

The court shall determine the amount of restitution to be paid by the offender. The victim, victim's representative, victim's attorney, if applicable, the prosecutor or the prosecutor's designee, and the offender may provide information relevant to the determination of the amount of restitution. The amount the court orders as restitution shall not exceed the amount of the economic loss suffered by the victim as a direct and proximate result of the commission of the offense. If the court imposes restitution for the cost of accounting or auditing done to determine the extent of economic loss, the court may order restitution for any amount of the victim's costs of accounting or auditing provided that the amount of restitution is reasonable and does not exceed the value of property or services stolen or damaged as a result of the offense. If the court decides to or is required to impose restitution, the court shall hold an evidentiary hearing on restitution if the offender, victim, victim's representative, victim's attorney, if applicable, or victim's estate disputes the amount of restitution.



The court shall determine the amount of full restitution by a preponderance of the evidence.

All restitution payments shall be credited against any recovery of economic loss in a civil action brought by the victim or the victim's estate against the offender. No person may introduce evidence of an award of restitution under this section in a civil action for purposes of imposing liability against an insurer under section 3937.18 of the Revised Code.

The court may order that the offender pay a surcharge, of not more than five per cent of the amount of the restitution otherwise ordered, to the entity responsible for collecting and processing restitution payments.

The victim, victim's attorney, if applicable, or the attorney for the victim's estate may request that the prosecutor in the case file a motion, or the offender may file a motion, for modification of the payment terms of any restitution ordered. If the court grants the motion, it may modify the payment terms as it determines appropriate but shall not reduce the amount of restitution ordered, except as provided in division (A) of section 2929.281 of the Revised Code.

(2) A fine of the type described in divisions (A)(2)(a) and (b) of this section payable to the appropriate entity as required by law:

(a) A fine in the following amount:

(i) For a misdemeanor of the first degree, not more than one thousand dollars;

(ii) For a misdemeanor of the second degree, not more than seven hundred fifty dollars;

(iii) For a misdemeanor of the third degree, not more than five hundred dollars;

(iv) For a misdemeanor of the fourth degree, not more than two hundred fifty dollars;

(v) For a minor misdemeanor, not more than one hundred fifty dollars.

(b) A state fine or cost as defined in section 2949.111 of the Revised Code.



(3)(a) Reimbursement by the offender of any or all of the costs of sanctions incurred by the government, including, but not limited to, the following:

(i) All or part of the costs of implementing any community control sanction, including a supervision fee under section 2951.021 of the Revised Code and the costs of global positioning system device monitoring;

(ii) All or part of the costs of confinement in a jail or other residential facility, including, but not limited to, a per diem fee for room and board, the costs of medical and dental treatment, and the costs of repairing property damaged by the offender while confined;

(iii) All or part of the cost of purchasing and using an immobilizing or disabling device, including a certified ignition interlock device, or a remote alcohol monitoring device that a court orders an offender to use under section 4510.13 of the Revised Code.

(b) The amount of reimbursement ordered under division (A)(3)(a) of this section shall not exceed the total amount of reimbursement the offender is able to pay and shall not exceed the actual cost of the sanctions. The court may collect any amount of reimbursement the offender is required to pay under that division. If the court does not order reimbursement under that division, confinement costs may be assessed pursuant to a repayment policy adopted under section 2929.37 of the Revised Code. In addition, the offender may be required to pay the fees specified in section 2929.38 of the Revised Code in accordance with that section.

(B) If the court determines a hearing is necessary, the court may hold a hearing to determine whether the offender is able to pay the financial sanction imposed pursuant to this section or court costs or is likely in the future to be able to pay the sanction or costs.

If the court determines that the offender is indigent and unable to pay the financial sanction or court costs, the court shall consider imposing and may impose a term of community service under division (A) of section 2929.27 of the Revised Code in lieu of imposing a financial sanction or court costs. If the court does not determine that the offender is indigent, the court may impose a term of community service under division (A) of section 2929.27 of the Revised Code in lieu of or in addition to



imposing a financial sanction under this section and in addition to imposing court costs. The court may order community service for a minor misdemeanor pursuant to division (D) of section 2929.27 of the Revised Code in lieu of or in addition to imposing a financial sanction under this section and in addition to imposing court costs. If a person fails to pay a financial sanction or court costs, the court may order community service in lieu of the financial sanction or court costs.

(C)(1) The offender shall pay reimbursements imposed upon the offender pursuant to division (A)(3) of this section to pay the costs incurred by a county pursuant to any sanction imposed under this section or section 2929.26 or 2929.27 of the Revised Code or in operating a facility used to confine offenders pursuant to a sanction imposed under section 2929.26 of the Revised Code to the county treasurer. The county treasurer shall deposit the reimbursements in the county's general fund. The county shall use the amounts deposited in the fund to pay the costs incurred by the county pursuant to any sanction imposed under this section or section 2929.26 or 2929.27 of the Revised Code or in operating a facility used to confine offenders pursuant to a sanction imposed under section 2929.26 of the Revised Code.

(2) The offender shall pay reimbursements imposed upon the offender pursuant to division (A)(3) of this section to pay the costs incurred by a municipal corporation pursuant to any sanction imposed under this section or section 2929.26 or 2929.27 of the Revised Code or in operating a facility used to confine offenders pursuant to a sanction imposed under section 2929.26 of the Revised Code to the treasurer of the municipal corporation. The treasurer shall deposit the reimbursements in the municipal corporation's general fund. The municipal corporation shall use the amounts deposited in the fund to pay the costs incurred by the municipal corporation pursuant to any sanction imposed under this section or section 2929.26 or 2929.27 of the Revised Code or in operating a facility used to confine offenders pursuant to a sanction imposed under section 2929.26 of the Revised Code.

(3) The offender shall pay reimbursements imposed pursuant to division (A)(3) of this section for the costs incurred by a private provider pursuant to a sanction imposed under this section or section 2929.26 or 2929.27 of the Revised Code to the provider.

(D) In addition to any other fine that is or may be imposed under this section, the court imposing sentence upon an offender for misdemeanor domestic violence or menacing by stalking may impose a fine of not less than seventy nor more than five hundred dollars, which shall be transmitted to the



treasurer of state to be credited to the address confidentiality program fund created by section 111.48 of the Revised Code.

(E) Except as otherwise provided in this division, a financial sanction imposed under division (A) of this section is a judgment in favor of the state or the political subdivision that operates the court that imposed the financial sanction, and the offender subject to the financial sanction is the judgment debtor. A financial sanction of reimbursement imposed pursuant to division (A)(3)(a)(i) of this section upon an offender is a judgment in favor of the entity administering the community control sanction, and the offender subject to the financial sanction is the judgment debtor. A financial sanction of reimbursement imposed pursuant to division (A)(3)(a)(ii) of this section upon an offender confined in a jail or other residential facility is a judgment in favor of the entity operating the jail or other residential facility, and the offender subject to the financial sanction is the judgment debtor. A financial sanction of restitution imposed pursuant to division (A)(1) of this section is an order in favor of the victim of the offender's criminal act that can be collected through a certificate of judgment as described in division (E)(1) of this section, through execution as described in division (E)(2) of this section, or through an order as described in division (E)(3) of this section, and the offender shall be considered for purposes of the collection as the judgment debtor.

Once the financial sanction is imposed as a judgment or order under this division, the victim, private provider, state, or political subdivision may do any of the following:

- (1) Obtain from the clerk of the court in which the judgment was entered, at no charge, a certificate of judgment that shall be in the same manner and form as a certificate of judgment issued in a civil action;
- (2) Obtain execution of the judgment or order through any available procedure, including any of the procedures identified in divisions (D)(1) and (2) of section 2929.18 of the Revised Code.
- (3) Obtain an order for the assignment of wages of the judgment debtor under section 1321.33 of the Revised Code.

(F) The civil remedies authorized under division (E) of this section for the collection of the financial sanction supplement, but do not preclude, enforcement of the criminal sentence.



(G) Each court imposing a financial sanction upon an offender under this section may designate the clerk of the court or another person to collect the financial sanction. The clerk, or another person authorized by law or the court to collect the financial sanction may do the following:

(1) Enter into contracts with one or more public agencies or private vendors for the collection of amounts due under the sanction. Before entering into a contract for the collection of amounts due from an offender pursuant to any financial sanction imposed pursuant to this section, a court shall comply with sections 307.86 to 307.92 of the Revised Code.

(2) Permit payment of all or any portion of the sanction in installments, by financial transaction device if the court is a county court or a municipal court operated by a county, by credit or debit card or by another electronic transfer if the court is a municipal court not operated by a county, or by any other reasonable method, in any time, and on any terms that court considers just, except that the maximum time permitted for payment shall not exceed five years. If the court is a county court or a municipal court operated by a county, the acceptance of payments by any financial transaction device shall be governed by the policy adopted by the board of county commissioners of the county pursuant to section 301.28 of the Revised Code. If the court is a municipal court not operated by a county, the clerk may pay any fee associated with processing an electronic transfer out of public money or may charge the fee to the offender.

(3) To defray administrative costs, charge a reasonable fee to an offender who elects a payment plan rather than a lump sum payment of any financial sanction.

(H) No financial sanction imposed under this section shall preclude a victim from bringing a civil action against the offender.

(I) If the court imposes restitution, fines, fees, or incarceration costs on a business or corporation, it is the duty of the person authorized to make disbursements from assets of the business or corporation to pay the restitution, fines, fees, or incarceration costs from those assets.

(J) If an offender is sentenced to pay restitution, a fine, fee, or incarceration costs, the clerk of the sentencing court, on request, shall make the offender's payment history available to the victim,



victim's representative, victim's attorney, if applicable, the prosecutor, the probation department, and the court without cost.



Ohio Revised Code

Section 2929.31 Fines for organizations by degree of offense.

Effective: January 1, 2004

Legislation: House Bill 490 - 124th General Assembly

(A) Regardless of the penalties provided in sections 2929.02, 2929.14 to 2929.18, and 2929.24 to 2929.28 of the Revised Code, an organization convicted of an offense pursuant to section 2901.23 of the Revised Code shall be fined in accordance with this section. The court shall fix the fine as follows:

- (1) For aggravated murder, not more than one hundred thousand dollars;
- (2) For murder, not more than fifty thousand dollars;
- (3) For a felony of the first degree, not more than twenty-five thousand dollars;
- (4) For a felony of the second degree, not more than twenty thousand dollars;
- (5) For a felony of the third degree, not more than fifteen thousand dollars;
- (6) For a felony of the fourth degree, not more than ten thousand dollars;
- (7) For a felony of the fifth degree, not more than seventy-five hundred dollars;
- (8) For a misdemeanor of the first degree, not more than five thousand dollars;
- (9) For a misdemeanor of the second degree, not more than four thousand dollars;
- (10) For a misdemeanor of the third degree, not more than three thousand dollars;
- (11) For a misdemeanor of the fourth degree, not more than two thousand dollars;
- (12) For a minor misdemeanor, not more than one thousand dollars;



(13) For a felony not specifically classified, not more than ten thousand dollars;

(14) For a misdemeanor not specifically classified, not more than two thousand dollars;

(15) For a minor misdemeanor not specifically classified, not more than one thousand dollars.

(B) When an organization is convicted of an offense that is not specifically classified, and the section defining the offense or penalty plainly indicates a purpose to impose the penalty provided for violation upon organizations, then the penalty so provided shall be imposed in lieu of the penalty provided in this section.

(C) When an organization is convicted of an offense that is not specifically classified, and the penalty provided includes a higher fine than the fine that is provided in this section, then the penalty imposed shall be pursuant to the penalty provided for the violation of the section defining the offense.

(D) This section does not prevent the imposition of available civil sanctions against an organization convicted of an offense pursuant to section 2901.23 of the Revised Code, either in addition to or in lieu of a fine imposed pursuant to this section.

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping

Resolution Declaring Nuisance and Ordering Abatement
Recommend ADOPTION of the Resolution.

Rationale:
This resolution allows for the removal of uncontrolled vegetation and/or refuse at the following properties:

8331 Chesswood Dr	510-0090-0136-00
2620 Cornwall Dr	510-0053-0357-00
2721 Cranbrook Dr	510-0014-0050-00
2820 Geraldine Dr	510-0074-0160-00
3427 Oakmeadow Ln	510-0090-0234-00
10149 Pottinger Rd	510-0113-0234-00
3410 Redskin Dr	510-0112-0067-00
2715 W. Galbraith	510-0071-0159-00

All properties that are abated by the Township will have their property taxes assessed in order to reimburse the Township for the abatement services. This resolution and the Township's abatement process comport with the Ohio Revised Code for nuisance violations.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 7:00 p.m., on the ____ day of _____, 202_, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

WHEREAS Uncontrolled vegetation and/or refuse and debris were reported at the properties listed below:

<u>Address</u>	<u>Book-Page-Parcel No.</u>
8331 Chesswood Dr	510-0090-0136-00
2620 Cornwall Dr	510-0053-0357-00
2721 Cranbrook Dr	510-0014-0050-00
2820 Geraldine Dr	510-0074-0160-00
3427 Oakmeadow Ln	510-0090-0234-00
10149 Pottinger Rd	510-0113-0234-00
3410 Redskin Dr	510-0112-0067-00
2715 W. Galbraith	510-0071-0159-00

WHEREAS Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control, or removal of any vegetation, garbage, refuse, or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

WHEREAS Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the

meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;

2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

5. That this Resolution shall be effective at the earliest date allowed by law.

Trustee _____, seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mrs. Ulrich_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this ____ day of _____, 202__.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)

Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping

Resolution Declaring a Junk Motor Vehicle - 2733 Roosevelt Ave. - 1 of 2

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

2733 Roosevelt Ave. Cincinnati, OH 45231

1. **(OH) JAA7952, 2011, SILVER, BUICK, LACROSSE**
2. **(KY) B6M343, 2007, YELLOW, PONTIAC, G5**

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 2733 Roosevelt Ave. Cincinnati, OH 45231 – Parcel ID 510-0031-0763-00
AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **2733 Roosevelt Ave. Cincinnati, OH 45231 – Parcel ID 510-0031-0763-00**
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

The Board declares the junk motor vehicle located at **2733 Roosevelt Ave. Cincinnati, OH 45231 – Parcel ID 510-0031-0763-00** to be inoperable, extensively damages, and at least three model years old:

- A. **(OH) JAA7952, 2011, SILVER, BUICK, LACROSSE**
- B. **(KY) B6M343, 2007, YELLOW, PONTIAC, G5**

1. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.
2. The written notice shall contain the following information:

- a. A general description of the vehicle to be removed;
 - b. A statement the Board has determined that the vehicle is a junk motor vehicle.
 - c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.
 - d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.
 - e. A copy of this resolution.
3. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.
 4. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.
 5. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
 6. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
 7. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of _____, 202_.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of _____, 202_.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping

Resolution Declaring a Junk Motor Vehicle - 10800 Invicta Circle - 2 of 2

Recommend ADOPTION of the Resolution.

Rationale:

Recommend Adoption of the Motion to Declare and Order Abatement of the Junk Motor Vehicle at the Following Property:

10800 Invicta Circle. Cincinnati, OH 45231

1. **(OH) GLP1369, 1998, RED, GEO, PRIZM**
2. **(OH) FNJ4619, 1998, BLACK, GEO, PRIZM**
3. **(OH) OH-8744-YP, 1970, BLUE/WHITE, SYRVAN, V-171**

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the ____ day of _____, 202_ at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Cathy Ulrich, Mr. Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____

RESOLUTION DECLARING VEHICLE LOCATED AT 10800 Invicta Circle. Cincinnati, OH 45231 – Parcel ID 510-0032-0212-00
AS A JUNK MOTOR VEHICLE AND CAUSING FOR THE REMOVAL PURSUANT TO COLERAIN TOWNSHIP RESOLUTION NO. 36-21

WHEREAS, pursuant to Ohio Revised Code § 505.871, the Colerain Township Board of Trustees has authority to determine that a motor vehicle, on either public and private property, is a junk motor vehicle as defined in Ohio Revised Code § 505.173, and has the authority to have that vehicle removed from the property; and,

WHEREAS, the Colerain Township Board of Trustees adopted Resolution 36-21, on May 11, 2021, adopting the procedures of Ohio Revised Code § 505.871, to facilitate to the removal of a growing number of junk vehicles throughout the Township, and worked to preserve property values, public health, safety, and morals by eliminating the detrimental effects of junk vehicles; and,

WHEREAS, the Board of Trustees has knowledge of a junk motor vehicle located at **10800 Invicta Circle. Cincinnati, OH 45231 – Parcel ID 510-0032-0212-00**
NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows;

The Board declares the junk motor vehicle located at **10800 Invicta Circle. Cincinnati, OH 45231 – Parcel ID 510-0032-0212-00** to be inoperable, extensively damages, and at least three model years old:

- A. **(OH) GLP1369, 1998, RED, GEO, PRIZM**
- B. **(OH) FNJ4619, 1998, BLACK, GEO, PRIZM**
- C. **(OH) OH-8744-YP, 1970, BLUE/WHITE, SYRVAN, V-171**

1. The Board shall provide for the removal of said junk motor vehicle from the above listed property, not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land.

2. The written notice shall contain the following information:
 - a. A general description of the vehicle to be removed;
 - b. A statement the Board has determined that the vehicle is a junk motor vehicle.
 - c. A statement that if the owner of the land fails to remove the vehicle within fourteen days after service of the notice, the board may remove or cause the removal of the vehicle.
 - d. A statement that any expenses and/or costs the board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.
 - e. A copy of this resolution.
3. The Board shall serve the notice on the property owner, pursuant to the procedure in Colerain Township Resolution 36-21, that a junk vehicle exists on the property and Colerain Township intends to remove, or cause the removal, of the junk motor vehicle.
4. The Board may utilize any lawful means to collect the expenses incurred in removing or causing to removal of the junk motor vehicle as determined by Colerain Township Resolution 36-21.
5. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
6. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
7. This resolution shall take effect at the earliest period allowed by law.

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of _____, 202_.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township
Fiscal Officer this ____ day of _____, 202_.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services

Motion to Authorize the Township Administrator to Enter into a Capital Lease - Police Cruisers
Recommend ADOPTION of the Motion.

Rationale:

As part of its ongoing fleet replacement program, the Police Department is seeking to enter into a capital lease agreement with Huntington Bank. The lease would allow the Police Department to acquire and equip eight cruisers. The cost of the cruisers and related equipment is \$584,555.05. \$52,987.05 of that expense is for interest over the five-year term. The annual lease payment would be \$116,911.01 (the payment schedule is Exhibit B to the Equipment Schedule).

The lease functions much like a traditional car loan, except that it is for multiple vehicles, and that the initial lease payment, which is made at closing, is part of the financing. At the end of the term, the Township would retain title to the cruisers.



Jaimie Donelan
Equipment Finance Sales Coordinator-Specialist
525 Vine Street, 14th Floor
Cincinnati, OH 45202
Phone: 513-762-5190
Email: Jaimie.donelan@huntington.com
Customer Service:
HBEF.Service@huntington.com
866-329-7286

August 7, 2023

Colerain Township, Hamilton County, OH

4200 Springdale Rd.
Colerain Township, OH, 45251

Re: Colerain Township, Hamilton County, Documentation Schedule 009

Welcome and thank you for choosing Huntington Public Capital Corporation ("HPCC"). At HPCC, we are committed to service excellence and strive to provide the best products and services to fit your leasing needs.

In order to facilitate your lease, please sign and return to my attention one (1) original signed copy and one (1) emailed signed copy of the enclosed documents (listed below):

- ☐ Electronic Signatures Agreement- Please sign, print name and title
- ☐ Resolution and Declaration of Official Intent;
 - Please list the names and titles of the authorized signers followed by their signatures
 - Please have the Secretary/Clerk sign, print, title and date
- ☐ Equipment Schedule - Please sign and title;
 - Exhibit A – Description of Equipment
 - Exhibit B – Payment Schedule
- ☐ Acceptance Certificate – Please sign, title and date;
- ☐ Certificate of Authorization – Please have the Secretary/Clerk sign, print, title and date;
- ☐ Certificate of Fiscal Officer – Please sign and date;
- ☐ Escrow Agreement - Please initial paragraph 5 and then sign and title;
 - Exhibit A – Payment Request Form – Complete and Return when funds are ready to be released
- ☐ Payment Authorization Certificate - Please sign with title;
- ☐ Invoice to Customer- If paying by ACH, please fill out the appropriate information, date, and sign; and
- ☐ Form of Opinion of Counsel – Please have your counsel print out on their letterhead and sign.

Additional items needed for funding:

U. S. PATRIOT ACT DISCLOSURE NOTICE: IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you is that: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents



- ☐ 8038-G – Complete and sign. Return COPY to my attention. Send ORIGINAL to the IRS at:
Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201;
- ☐ Escrow fee in the amount of \$500.00

Additional items needed post-close with escrow requests:

- ☐ Liability and Property Insurance certificates showing Huntington Public Capital Corporation as Lessor's Loss Payee and Additional Insured and to include those requirements set out in the Master Lease Agreement;
- ☐ Copy of MSO and/or title application evidencing a lien in favor of Huntington Public Capital Corporation;
- ☐ Vendor Invoices; and
- ☐ Disbursement Instructions (please be specific).

Please send the originals via overnight mail to:

The Huntington National Bank
11100 Wayzata Blvd, Ste 700
Minnetonka, MN 55305
Attn: Jaimie Donelan

HPCC is committed to creating superior Customer experiences. Should you have any post-closing requests or questions, our Customer Service department is here to assist you. All inquiries can be sent to HBEF.Service@huntington.com or please call 866-329-7286.

Again, we appreciate your business and look forward to partnering with you for all of your banking needs.

Sincerely,

Jaimie Donelan
Sales Coordinator

U. S. PATRIOT ACT DISCLOSURE NOTICE: IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you is that: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents

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Internal Use



ELECTRONIC SIGNATURES AGREEMENT

This Electronic Signatures Agreement (“**Agreement**”) is dated **August 7, 2023** and between **Huntington Public Capital Corporation** (together with its successors and assigns, “**HPCC**”) and **Colerain Township, Hamilton County, OH** (“**Customer**”).

1. Definitions and Interpretation.

Documents, agreements, forms, instruments, schedules, chattel paper and information (collectively, “**Documents**”) that have been electronically signed and e-mailed or otherwise electronically transmitted to HPCC are collectively, “**Electronically Signed Documents**.”

“**Authentication Service**” refers to services provided by DocuSign, Inc. and eOriginal, Inc. to effect a Document’s electronic review, signature, completion, transmittal, storage, and related actions.

2. Electronic Signatures.

HPCC will permit Customer to electronically sign Documents subject to the terms and conditions of this Agreement. Customer understands that many of these Electronically Signed Documents will result in actions on HPCC’s part, including, but not limited to, extensions of credit, loans, lease financings or other financial accommodations, or will be relied up on by HPCC in administering or servicing Customer’s financing, equipment leasing and other needs. Customer hereby authorizes HPCC to act, or rely, on the Electronically Signed Documents if, in HPCC’s sole opinion, HPCC believes they came from and were authorized by Customer.

The words (i) “execution,” “signed,” “signature,” and words of like import in or associated with any Document shall be deemed to include an electronic signature, and (ii) “written,” “in writing,” and words of like import in or associated with any Document, shall be deemed to include electronic copies thereof, each of which shall be of the same legal effect, validity or enforceability as a paper record and/or manually executed signature to the extent and as provided for in any applicable law.

HPCC may, in its sole discretion, require manual signatures on certain Documents. Customer shall deliver to HPCC the originals of all Documents Customer manually signs promptly following Customer’s execution thereof.

3. Customer Representations, Warranties and Agreements.

To induce HPCC to accept Electronically Signed Documents and to act, and/or rely, on them, Customer agrees to the following terms and conditions:

- a) Customer agrees that its electronic signature on or associated with any Electronically Signed Document shall be valid and binding on Customer and that each Electronically Signed Document, when entered into, will constitute the legal, valid and binding obligation of Customer enforceable against it in accordance with the terms thereof to the same extent as if manually executed.
- b) Customer will ensure that each Electronically Signed Document is executed by a person or persons duly authorized to execute such Electronically Signed Document on behalf of Customer. Customer acknowledges and agrees that HPCC may rely on this Agreement and will not be required to verify that the signatures or any other entries on any Electronically Signed Document are authentic signatures or entries. Customer will not contest or assert any claim, defense or counterclaim regarding the validity or enforceability of any electronic signature or any Electronically Signed Document based on its execution using an electronic signature.
- c) Customer will, immediately on demand without setoff or counterclaim, reimburse and indemnify, defend and hold HPCC, its affiliates and the directors, officers, employees and agents of HPCC and its affiliates (collectively, the “**Indemnitees**”) harmless from any damages, losses, liabilities, claims (including, but not limited to third party claims), obligations, penalties, actions, judgments, suits, costs, and/or expenses, of any kind whatsoever and howsoever caused, including, but not limited to attorneys’ fees and/or expenses (collectively, “**Claims**”), paid or

suffered or incurred by, or imposed upon, any Indemnitee directly or indirectly as a result of, or in any way connected with, (i) HPCC's acceptance of, or reliance upon, the Electronically Signed Documents, (ii) HPCC's treating any Electronically Signed Document as an original of the Electronically Signed Document or the "authoritative copy" of electronic chattel paper, or (iii) HPCC's conversion of any Electronically Signed Document into a Tangible Item. Customer's indemnification obligations hereunder shall survive the termination of this Agreement.

- d) Customer understands and agrees that no action of a person in the process of electronically signing, accessing, or communicating a Document, or establishing, using, or engaging an Authentication Service (including its accepting an Authentication Service's terms of service, click-thru agreement, or the like), will condition, vary, supplement, or affect the Document.
- e) Customer understands that HPCC may, at any time, notify Customer that it will no longer accept, act on, or rely on Electronically Signed Documents or that this Agreement is terminated (provided that such notification or termination shall not apply with respect to any Electronically Signed Document executed prior to the effective date of such notification or termination, which shall remain in full force and effect and subject to the terms hereof).
- f) Customer understands the sending and receiving of Electronically Signed Documents may be interrupted by events not within HPCC's control, such as fires, power failures, equipment malfunctions, or other causes and neither HPCC nor any Indemnitee shall be liable for any Claims in connection therewith.
- g) Customer understands that some Electronically Signed Documents may constitute "electronic chattel paper" under the Uniform Commercial Code. Customer agrees that HPCC or its designee shall maintain and hold the "authoritative copy" (as defined in the Uniform Commercial Code) of such electronic chattel paper and any printed or downloaded copy thereof will be deemed a copy and shall not constitute the "authoritative copy." Customer agrees that HPCC or its designee shall have the right to convert the electronic chattel paper or other electronic Documents at any time into a paper-based Document (each, a "**Tangible Item**"). Customer agrees that each Tangible Item will be an effective, enforceable and valid document with all terms of the electronic chattel paper or other electronic Document remaining in full force and effect without modification thereto. Each Tangible Item shall be governed by the applicable provisions of the Uniform Commercial Code in effect in the jurisdiction named as providing governing law in such Tangible Item. If HPCC converts the authoritative copy of electronic chattel paper to a Tangible Item, the Tangible Item marked "Original" by HPCC shall constitute the tangible chattel paper.

4. Severability.

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision hereof.

5. Miscellaneous.

This Agreement contains the entire understanding between Customer and HPCC with respect to, and supersedes all prior agreements and understandings, if any, relating to, the subject matter hereof. No modification or amendment of this Agreement will be effective unless made in a writing signed by both parties. No failure or delay on the part of either party in exercising any power, right or remedy under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any such power, right or remedy preclude any other or further exercise thereof or the exercise of any other power, right or remedy. Section titles are for convenience of reference only and shall not be of any legal effect. This Agreement may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart.

6. Notices.

All notices required under this Agreement shall be personally delivered, sent via email (if to HPCC, to HBEF.salescoordinator1@huntington.com), sent by first class mail, postage prepaid, or by overnight courier to the addresses on the signature page of this Agreement, or to such other address as a party may specify from time to time in writing. Notices shall be effective



(i) if mailed, upon the earlier of receipt or five (5) days after deposit in the U.S. mail, first class, postage prepaid, or (ii) if hand-delivered, by courier or otherwise (including telegram, lettergram or mailgram), when delivered.

7. Successors and Assigns.

This Agreement shall inure to the benefit of HPCC and its successors and assigns and shall be binding upon the successors and permitted assigns of Customer. THE RIGHTS AND OBLIGATIONS OF CUSTOMER UNDER THIS AGREEMENT MAY NOT BE ASSIGNED OR DELEGATED.

8. Governing Law; Jurisdiction.

This Agreement will be governed by, and be construed in accordance with, the laws of the State of Ohio. The parties agree that any action or proceeding arising out of or relating to this Agreement may be commenced in any state or Federal court of competent jurisdiction in the State of Ohio, and each party submits to the jurisdiction of such court.

9. WAIVER OF JURY TRIAL.

CUSTOMER AND HPCC HEREBY WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH CUSTOMER AND/OR HPCC MAY BE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS AGREEMENT.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first hereinabove written.

**COLERAIN TOWNSHIP,
HAMILTON COUNTY, OH**

HUNTINGTON PUBLIC CAPITAL CORPORATION

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Address: 4200 Springdale Road
Colerain Township, OH 45251

Address: c/o The Huntington National Bank
525 Vine St., 14th Floor, Cincinnati, OH 45202

RESOLUTION AND DECLARATION OF OFFICIAL INTENT
(For “Non-BQ” Transactions)

Lessee: **Colerain Township, Hamilton County, OH (“Lessee”)**

Maximum Principal Amount Expected To Be Financed: **\$531,568.00**

WHEREAS, the Lessee is a political subdivision of the State of **Ohio** (the “**State**”) and is duly organized and existing pursuant to the constitution and laws of the State.

WHEREAS, pursuant to applicable law, the governing body of the Lessee (“**Governing Body**”) is authorized to purchase, lease, acquire, and to encumber, real and personal property, including, without limitation, rights and interests in property, leases and easements necessary to the functions or operations of the Lessee.

WHEREAS, the Governing Body hereby finds and determines that the execution of one or more lease-purchase agreements including any and all exhibits thereto (“**Property Leases**”) in the principal amount not exceeding the amount stated above (“**Principal Amount**”) for the purpose of acquiring the property generally described below (“**Property**”) and to be described more specifically in the Property Leases is appropriate and necessary to the functions and operations of the Lessee.

Brief Description of Property:

Eight (8) Chevrolet Tahoes and Upfitting

WHEREAS, Huntington Public Capital Corporation or an affiliate or related entity (“**Lessor**”) is expected to act as the lessor under the Property Leases.

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Property prior to its receipt of proceeds of the Property Leases (“**Lease Purchase Proceeds**”) for such expenditures and such expenditures are not expected to exceed the Principal Amount.

WHEREAS, the U.S. Treasury Department regulations do not allow the proceeds of a tax-exempt borrowing to be spent on working capital and the Lessee shall hereby declare its official intent to be reimbursed for any capital expenditures for Property from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee:

Section 1. Any one of the Authorized Representatives identified below (each an “**Authorized Representative**”) acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Property Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other documents relating to the Property Leases (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate. All other related contracts and agreements necessary and incidental to the Property Leases are hereby authorized.

Authorized Representatives of Lessee:

Finance Director

Administrator

Section 2. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Property Leases on behalf of the Lessee.

Section 3. The aggregate original principal amount of the Property Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Property Leases and the Property Leases shall contain such options to purchase or prepay by the Lessee as set forth therein.

Section 4. The Lessee's obligations under the Property Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Property Lease and the Lessee's obligations under the Property Leases shall not constitute general obligations of the Lessee or indebtedness under the Constitution or laws of the State. In addition, the funds necessary to meet the principal and/or interest payments under the Property Leases for the current fiscal year are hereby appropriated.

Section 5. The Governing Body of Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Property prior to the receipt of the Lease Purchase Proceeds for the Property. The Governing Body of Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for Property expenditures. This section of the Resolution is adopted by the Governing Body of Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of the Resolution does not bind the Lessee to make any expenditure, incur any indebtedness, or proceed with the purchase of the Property.

Section 6. This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED on this **August** ____, **2023**

CERTIFICATION

The undersigned **Secretary/Clerk** of the above-named Lessee hereby certifies and attests that the undersigned has access to the official records of the Governing Body of the Lessee, that the foregoing resolutions were duly adopted by said Governing Body of the Lessee at a meeting of said Governing Body and that such resolutions have not been amended or altered and are in full force and effect on the date stated below.

Signature of Secretary/Clerk of Lessee

Print Name: Jeff Baker

Official Title: Fiscal Officer

Date: August ____, 2023

**EQUIPMENT SCHEDULE No. 009,
BETWEEN COLERAIN TOWNSHIP, HAMILTON COUNTY, OH, AS LESSEE
AND HUNTINGTON PUBLIC CAPITAL CORPORATION, AS LESSOR**

DATED AS OF AUGUST ____, 2023

Lessor and Lessee hereby acknowledge that the Items of Equipment described in this Schedule have been delivered to, and are now in the possession of, and have been unconditionally accepted by Lessee for all purposes of the Master Lease Agreement No. **13417** dated **April 26, 2017** (the "Agreement") and that the following is a description of said items, the cost thereof, deferred interest to, termination date, the expiration date of the Lease Term with respect thereto, the Lease Payments therefor and the location thereof.

1. Equipment Description: See attached Exhibit A.

2. Amount Financed and Lease Payments:

a. Equipment Cost: **\$531,568.00**

b. Total Lease Payments: **\$584,555.05**

Lessee shall pay Lessor **(5) Five annual** lease payments in **advance** (the "Lease Payments"), as follows (with the schedule of amortization as set forth in Exhibit B attached hereto):

No.(s).	Amount	Commencing
5	\$116,911.01	August 25, 2023

3. Lease Commencement Date: **August ____, 2023**

4. Lease Termination Date: **August 25, 2027**

5. Equipment Location: **4200 Springdale Road, Colerain Township, OH 45251**

6. Legal Name of Lessee: **Colerain Township, Hamilton County, OH**

7. The Agreement is incorporated into this Equipment Schedule by reference and made a part hereof.

8. Other Provisions: other

[The next page is the signature page of this Equipment Schedule.]

ACCEPTED AND APPROVED as of the date stated above as a Schedule to and made a part of the Master Lease Agreement.

LESSOR:

LESSEE:

HUNTINGTON PUBLIC CAPITAL CORPORATION

COLERAIN TOWNSHIP, HAMILTON COUNTY, OH

By: _____

By: _____

Title: _____

Title: _____

EXHIBIT A TO
EQUIPMENT SCHEDULE No. 009,
BETWEEN COLERAIN TOWNSHIP, HAMILTON COUNTY, OH, AS LESSEE
AND HUNTINGTON PUBLIC CAPITAL CORPORATION, AS LESSOR

DESCRIPTION OF EQUIPMENT

Eight (8) Chevrolet Tahoes and Upfitting

EXHIBIT B TO
EQUIPMENT SCHEDULE No. 009,
BETWEEN COLERAIN TOWNSHIP, HAMILTON COUNTY, OH, AS LESSEE
AND HUNTINGTON PUBLIC CAPITAL CORPORATION, AS LESSOR

PAYMENT SCHEDULE

Lessee's Fiscal Period: January 1 to December 31

The following Lease Payments are computed on the basis of interest at the rate of **4.9900%** per annum with interest computed on the basis of a 360-day year and twelve 30-day months:

Lease Payment Dates	Lease Payments	Interest Portion	Principal Portion	Concluding Payment*
8/25/23	\$116,911.01	\$0.00	\$116,911.01	\$414,656.99
8/25/24	\$116,911.01	\$20,691.38	\$96,219.63	\$318,437.36
8/25/25	\$116,911.01	\$15,890.02	\$101,020.99	\$217,416.37
8/25/26	\$116,911.01	\$10,849.07	\$106,061.94	\$111,354.43
8/25/27	\$116,911.01	\$5,556.58	\$111,354.43	\$0.00
Total:	\$584,555.05	\$52,987.05	\$531,568.00	

*The Concluding Payment does not include any Prepayment Premium that may be applicable according to the terms set forth in the Master Lease Agreement.



ACCEPTANCE CERTIFICATE

Huntington Public Capital Corporation, Lessor
c/o The Huntington National Bank,
Equipment Finance Division
525 Vine Street, 14th Floor
Cincinnati, OH 45202

Ladies and Gentlemen:

In accordance with the terms of the Master Lease Agreement No. **13417** dated **April 26, 2017** between **Huntington Public Capital Corporation** ("Lessor") and the undersigned ("Lessee") (the "Agreement"), Lessee hereby certifies and represents to, and agrees with Lessor, as follows:

1. The Equipment, as described in Schedule No. **009**, between Lessor and Lessee, dated **August __, 2023** (the "Schedule") has been delivered and installed at the Equipment Location specified therein, and accepted on the date indicated below (or, if Lessee has requested Lessor to make arrangements to pay for the Equipment before it is delivered to and inspected by Lessee, Lessee acknowledges that Lessor is only willing to do so at Lessee's sole risk and as such the parties agree that as of the date hereof, Lessee's obligations under the Agreement, including the Schedule, are absolute, unconditional, and cannot be cancelled).
2. Lessee has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it has received such Equipment in good condition, and accepts same for all purposes (or, if Lessee has requested Lessor to make arrangements to pay for the Equipment before it is delivered to and inspected by Lessee, Lessee acknowledges that Lessor is only willing to do so at Lessee's sole risk).
3. No Event of Default, as such term is defined in the Agreement, and no event which with notice or lapse of time or both, would become an Event of Default, has occurred and is continuing at the date hereof.
4. The Lease Commencement Date of the Schedule is as stated therein, and Lessee will commence Lease Payments in accordance with the terms of the Agreement and the Schedule.
5. The insurance coverage to be provided pursuant to Section 16 of the Agreement has been provided.
6. By the execution hereof, the provisions of the Agreement are incorporated into this Acceptance Certificate and the Schedule.
7. The Equipment is essential to the proper, efficient and economic operation of Lessee.

Lessee: **Colerain Township, Hamilton County, OH**

By: _____

Title: _____

Date: August __, 2023

CERTIFICATE OF AUTHORIZATION

Date: August ____, 2023

LESSEE: COLERAIN TOWNSHIP, HAMILTON COUNTY, OH

LESSOR: HUNTINGTON PUBLIC CAPITAL CORPORATION

Reference is made to the following documents (collectively, the "Lease"): the Equipment Schedule No. **009** dated as of **August ____, 2023** together with its Master Lease Agreement No. **13417** dated as of **April 26, 2017** and all document related to said Lease by and between the above-named Lessee and the above-named Lessor.

I hereby certify to Lessor that I am the officer of Lessee with the title indicated beneath my signature below, and as such, I am authorized to execute and deliver this Certificate on behalf of Lessee in connection with the Lease between Lessor and Lessee.

I further certify: (a) that I have examined the representations and warranties made by Lessee in the Lease; and (b) that such representations and warranties remain true and correct as if made on and as of the date of this Certificate.

I further certify: (1) that attached hereto as **Exhibit A** is a copy of the resolutions or ordinances adopted by the governing body of Lessee or the minutes of an official meeting of the governing body of Lessee regarding the matters set forth in said minutes; (2) that the transactions contemplated by the Lease have been duly authorized by the governing body of Lessee pursuant to the resolutions, ordinances or actions set forth in said **Exhibit A**; and (3) the resolutions or ordinances which were adopted by, or the actions taken by, the governing body of Lessee as set forth in **Exhibit A** are in full force and effect on the date of this Certificate and have not been modified or rescinded.

The undersigned **Secretary/Clerk** of Lessee hereby certifies and attests that the undersigned has access to the official records of the governing body of Lessee and that the undersigned is authorized to execute and deliver this Certificate.

Signature of Secretary/Clerk of Lessee

Print Name: _____

Official Title: _____

Date: August ____, 2023

Attachment: Exhibit A, true and complete copy of the original authorizing resolution/ordinance/minutes

CERTIFICATE OF FISCAL OFFICER

The undersigned, Fiscal Officer of **Colerain Township, Hamilton County, OH** (“Lessee”) hereby certifies that the moneys required to meet the obligations of Lessee during the current fiscal year, as provided for in the Master Lease Agreement, dated **April 26, 2017**, by and between Lessee and **Huntington Public Capital Corporation**, and the accompanying Equipment Schedule, dated **August ____, 2023**, have been lawfully appropriated by the governing body of Lessee for such purposes and are in the treasury of Lessee or in the process of collection to the credit of an appropriate fund, free from any appropriation for any other purpose and from any previous encumbrances. This Certificate is given in compliance with Section 5705.41, and to the extent applicable, Section 5705.44, Ohio Revised Code.

Fiscal Officer

Dated: August ____, 2023

ESCROW AGREEMENT

This Escrow Agreement (the "**Escrow Agreement**") dated as of **August ____**, **2023** and entered into among the following parties:

"**Lessor**" means: **Huntington Public Capital Corporation**, a Nevada corporation

"**Lessee**" means: **Colerain Township, Hamilton County, OH**, a body corporate and politic existing under the laws of **Ohio**

"**Escrow Agent**" means: **The Huntington National Bank**, a National Association

WITNESSETH:

1. This Escrow Agreement relates to and is hereby made a part of the Equipment Schedule No. **009** dated on or about the date hereof which incorporates the terms and conditions of Master Lease Agreement dated as of **April 26, 2017** (collectively, the "**Lease**"), between Lessor and Lessee.

2. Except as otherwise defined herein, all terms defined in the Lease shall have the same meaning for the purposes of this Escrow Agreement as in the Lease. "**Funding Expiration Date**" shall mean the date which is **eighteen (18) months** after the date of this Escrow Agreement.

3. Lessor, Lessee and Escrow Agent agree that Escrow Agent will act as sole Escrow Agent under the Lease and this Escrow Agreement, in accordance with the terms and conditions set forth in this Escrow Agreement.

4. There is hereby established in the custody of Escrow Agent a special trust fund with an account number to be designated by the Escrow Agent (the "**Acquisition Fund**") which shall be held and administered by the Escrow Agent in trust in accordance with this Escrow Agreement. The money and investments held by Escrow Agent under this Escrow Agreement are irrevocably held in trust for the benefit of Lessee and Lessor.

5. Lessor shall deposit **\$531,568.00** in the Acquisition Fund. Monies held by the Escrow Agent hereunder shall be invested and reinvested by the Escrow Agent at the written direction of Lessee in Qualified Investments (as defined below) and shall reinvest the proceeds pursuant to such written direction in such Qualified Investments maturing or subject to redemption at the option of the holder thereof prior to the date on which it is expected that such funds will be needed and in any event not later than the Funding Expiration Date. In the absence of such written direction, the Escrow Agent shall invest the Acquisition Fund in shares of the money market fund described as Federated Treasury Obligations Fund (Cusip # 60934N872) until such time as a representative of Lessee shall instruct the Escrow Agent in writing to have the Escrow Funds deposited in another Qualified Investment (as defined below). The services provided and the fees currently charged by the Federated Treasury Obligations Fund are set forth in the prospectus for such fund, which can be located by going to www.federatedinvestors.com. With respect to any funds received by the Escrow Agent after one o'clock, a.m., Columbus, Ohio, time, the Escrow Agent shall not be required to invest such funds or to execute any investment instruction until the next day upon which banks in Columbus, Ohio are open for business. The investments made hereunder shall be held by the Escrow Agent in the Acquisition Fund and any income earned on such investments shall be deposited in the Acquisition Fund. The Escrow Agent may make or dispose of any and all such investments through its own investment department or that of its affiliates or subsidiaries and may charge its ordinary and customary fees for such trades. The Escrow Agent shall liquidate any investments held in order to make required disbursements under this Escrow Agreement. Additional information on Qualified Investments and/or the prospectus for such investment, if applicable, is available upon written request or by contacting Escrow Agent. The Escrow Agent shall have no responsibility or liability for any loss, cost or penalty which may result from any investment or sale of investment made pursuant to this Escrow Agreement.

6. "**Qualified Investments**", to the extent permitted by law, means: (i) direct general obligations of the United States of America; (ii) obligations the timely payment of the principle of and interest on which is fully and unconditionally guaranteed by the United States of America; (iii) general obligations of the agencies and instrumentalities of the United States of America; (iv) certificates of deposit, time deposits, trust deposits, trust accounts, other deposit products or demand deposits with any bank or savings institution, including the Escrow Agent or any affiliate thereof, provided that such certificates of deposit, time deposits, trust deposits, trust accounts, other deposit products or demand deposits, if not insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, are fully secured by obligations described in clauses (i), (ii) , or (iii) above; or (v) repurchase agreements with any state or national bank or trust company, including the Escrow Agent or any affiliate thereof, that are secured by obligations of the type described in clauses (i), (ii) or (iii) above; provided that such collateral is free and clear of claims of third parties, that the Escrow Agent or a third party acting solely as agent for the Escrow Agent has possession of such collateral and a perfected first priority security interest in such collateral. Any money market fund (including any money market fund sponsored by the Escrow Agent or any affiliate thereof, or for which the Escrow Agent or any affiliate serves as investment manager, administrator, shareholder servicing agent, and/or custodian or subcustodian, notwithstanding the fact that (i) the Escrow Agent or an affiliate of the Escrow Agent receives fees from such fund for services rendered (as further described in section 15 hereof), (ii) the Escrow Agent charges and

collects fees rendered pursuant to the Lease, which fees are separate from the fees received from such funds, and (iii) services performed for such funds and pursuant to the Lease may at times duplicate those provided to such funds by the Escrow Agent or its affiliates), which fund is invested solely in obligations described in clauses (i), (ii) or (iii) above. If any of the above-described Qualified Investments are not legal investments of Lessee, then Lessee shall immediately notify Escrow Agent which of said Qualified Investments are not legal investments of Lessee, and shall provide Escrow Agent with written direction to invest funds in accordance with Section 5.

7. Monies in the Acquisition Fund shall be used to pay for the cost of acquisition of the Equipment. Lessee shall send to Lessor one or more properly executed Payment Request Forms executed by Lessee, a copy of which is attached hereto as Exhibit A, together with an invoice for the cost of the acquisition of the Equipment for which payment is requested. Upon proper presentation of a Payment Request Form for the invoice at Lessor's satisfaction, Lessor shall provide the Payment Request Form to Escrow Agent and payment shall be made by Escrow Agent from the Acquisition Fund to the payee designated in the Payment Request Form for the cost of the acquisition of the Equipment specified therein. Payment Request Forms delivered to Escrow Agent after 12:00 p.m. E.S.T will be paid the following business day.

8. The Acquisition Fund and this Escrow Agreement shall terminate upon the earlier of: (a) the disbursement of all funds from the Acquisition Fund, (b) the Funding Expiration Date, and (c) the date on which notice is provided by Lessee to Lessor to close the Acquisition Fund (such notice may be provided by Lessee in a Payment Request Form by selecting the box which indicates the draw is the final draw to be taken under the Acquisition Fund and that the Acquisition Fund should be closed following the draw). Upon any such termination, any amount remaining in the Acquisition Fund shall, unless otherwise directed by Lessee in writing, immediately be paid as follows: first, to Escrow Agent for payment of all reasonable fees and expenses incurred by Escrow Agent in connection herewith as evidenced by its statement forwarded to Lessee and Lessor; and second, to Lessor to be applied by Lessor for benefit of Lessee as follows: (i) toward the interest portion of the Lease Payment next coming due under the Lease, (ii) toward the principal portion of the Lease Payment next coming due under the lease, and (iii) toward a partial prepayment of the principal amount remaining due under the Lease and thereupon Lessor will prepare and deliver the Lessee a revised Lease Payment schedule to the Lease that reflects such partial prepayment of principal. If Lessor delivers to Escrow Agent written notice of the occurrence of an Event of Default under the Lease or of a termination of the Lease due to a non-appropriation event or non-renewal event under the Lease, then Escrow Agent shall immediately remit to Lessor the remaining balance of the Acquisition Fund.

9. Lessee hereby grants Lessor a security interest in the money and investments held by Escrow Agent under this Escrow Agreement as collateral security for the payment and performance of all of Lessee's obligations under the Lease, this Escrow Agreement and any agreement, contract or instrument related to the Lease or this Escrow Agreement. Lessee represents and warrants to Lessor that the money and investments held by Escrow Agent under this Escrow Agreement are free and clear of any liens other than Lessor's security interests created under this Escrow Agreement. Escrow Agent hereby acknowledges that it holds the money and investments held by Escrow Agent under this Escrow Agreement subject to such security interest created by Lessee as bailee for Lessor.

10. Escrow Agent may at any time resign by giving at least 30 days written notice to Lessee and Lessor, but such resignation shall not take effect until the appointment of a successor Escrow Agent. The substitution of another bank or trust company to act as Escrow Agent under this Escrow Agreement may occur by written agreement of Lessor and Lessee. In addition, Escrow Agent may be removed at any time, with or without cause, by an instrument in writing executed by Lessor and Lessee. In the event of any resignation or removal of Escrow Agent, a successor Escrow Agent shall be appointed by an instrument in writing executed by Lessor and Lessee. Such successor Escrow Agent shall indicate its acceptance of such appointment by an instrument in writing delivered to Lessor, Lessee and the predecessor Escrow Agent and thereupon such successor Escrow Agent shall, without any further act or deed, be fully vested with all the trusts, powers, rights, duties and obligations of Escrow Agent under this Escrow Agreement and the predecessor Escrow Agent shall, after payment of its fees, costs and expenses, deliver all moneys and securities held by it under this Escrow Agreement to such successor Escrow Agent.

11. Escrow Agent incurs no liability to make any disbursements pursuant to the Escrow Agreement except from funds held in the Acquisition Fund. Escrow Agent makes no representation or warranties as to the title to any Equipment or as to the performance of any obligations of Lessor or Lessee. No provision of this Escrow Agreement shall require the Escrow Agent to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers.

12. Escrow Agent shall furnish a monthly statement listing all investments to Lessor and to Lessee. Escrow Agent shall keep complete and accurate records of all money received and disbursed under this Escrow Agreement, which shall be available for inspection by Lessee or Lessor, or the authorized agent of either of them, at any time during regular business hours.

Federal regulations require that Escrow Agent furnish to clients, without any additional cost, written notification of any security transaction in their trust accounts. The notification must be sent within five (5) business days from the date of the transaction or from the date of receipt by Escrow Agent or the broker/deal confirmation. As an alternative to a notice of each individual transaction, clients may elect to receive this information consolidated into periodic trust statements. Lessee directs Escrow Agent to not send notification of each individual security transaction; security transaction information will be consolidated on the periodic trust

statements provided by the Escrow Agent which shall be sent as of December 31 annually. Lessee acknowledges the awareness of the security transaction notification requirement and has made the decision to waive such notification as indicated herein, until further written notice to receive such notification is provided to Escrow Agent.

13. Escrow Agent may: (i) act in reliance upon any writing (including email), notice, certificate, instruction, instrument (each an **"Instrument"**) or signature (including a signature provided by the electronic signing service DocuSign initiated by the Lessor) which it, in good faith, believes to be genuine; (ii) assume the validity and accuracy of any statement or assertion contained in such an Instrument; and (iii) assume that any person purporting to give any such Instrument in connection with the provisions hereof has been duly authorized to do so. Except as expressly provided otherwise in this Escrow Agreement, the Escrow Agent shall not be liable in any manner for the sufficiency or correctness as to the form of, the manner of execution of, or the validity, accuracy or authenticity of any Instrument deposited with it, nor as to the identity, authority or right of any person executing the same. Lessee and Lessor shall be responsible for ensuring that only authorized individuals acting on their behalf shall transmit such Instrument via email to the Escrow Agent and for treating applicable user and authorization codes, passwords and/or authentication keys with extreme care. The Escrow Agent shall not be liable for any losses, costs or expenses arising directly or indirectly from the Escrow Agent's reliance upon and compliance with such Instrument sent by email notwithstanding such directions conflict or are inconsistent with subsequent written direction. Lessee and Lessor each agree (i) to assume all risks arising out the use of email to submit directions to the Escrow Agent, including without limitation the risk of the Escrow Agent acting on unauthorized instruction, and the risk of interception and misuse by third parties; (ii) that they are fully informed of the protections and risks associated with the various methods of transmitting directions to the Escrow Agent and that there may be more secure methods of transmitting directions than the method(s) selected by it; (iii) that the security procedures (if any) to be followed in connection with its transmission of directions provide to it a commercially reasonable degree of protection in light of its particular needs and circumstances and (iv) to notify the Escrow Agent immediately upon learning of any compromise or unauthorized use of the security procedures. Escrow Agent may consult with counsel of its own choice and shall have full and complete authorization and protection with the opinion of such counsel. Escrow Agent shall otherwise not be liable for any mistakes of facts or errors of judgment, or for any acts or omissions of any kind unless caused by Escrow Agent's gross negligence or willful misconduct. In the administration of this Escrow Agreement, the Escrow Agent may execute any of its powers and perform its duties directly or through agents, custodians, nominees and attorneys and shall not be responsible for the misconduct or negligence of such agents, custodians, nominees and attorneys appointed by it with reasonable due care. The Escrow Agent shall not be obligated to perform any obligation hereunder and shall not incur any liability for the nonperformance or breach of any obligation hereunder to the extent that it is delayed in performing, unable to perform or breaches such obligation because of acts of God, war, terrorism, riots, lightning, fire, tornadoes, storms, droughts, explosions, floods, earthquakes, hurricanes, strikes, lockouts or other industrial disturbances, orders or restraints of any kind of the government of the United States of America or of the State or any of their departments, agencies, political subdivisions or officials, electrical outages, epidemics, pandemics, quarantine restrictions, hacking or cyber-attacks, or other use or infiltration of the Escrow Agent's technological infrastructure exceeding authorized access, equipment or transmission failures, or other causes reasonably beyond its control; provided that the Escrow Agent shall use commercially reasonable efforts consistent with accepted corporate trust industry practices to maintain performance without delay or resume performance as soon as reasonably practicable under the circumstances.

14. As between Escrow Agent and Lessee, and to the extent permitted by law, Lessee shall indemnify and hold Escrow Agent, its trustees, officers, employees and agents harmless from any and all claims, liabilities, losses, damages, fines, penalties and expenses (including out-of-pocket and incidental expenses and fees and expenses of in-house or outside counsel) (**"Losses"**) arising out of or in connection with (a) Escrow Agent's execution and performance of this Escrow Agreement, except to the extent and that such Losses are due to the gross negligence or willful misconduct of Escrow Agent, or (ii) Escrow Agent's following any instructions or other directions from Lessee or Lessor, except to the extent that its following any such instruction or direction is expressly forbidden by the terms hereof. The provisions of this Section 14 shall survive the termination of this Escrow Agreement and the resignation or removal of Escrow Agent for any reason. In no event shall Escrow Agent be liable for special, indirect or consequential loss or damage of any kind whatsoever (including but not limited to lost profits), even if Escrow Agent has been advised of the likelihood of such loss or damage and regardless of the form of action.

15. The Escrow Agent may receive various types of fees and revenues in connection with servicing the Acquisition Fund, either upfront or upon investment. The Escrow Agent may charge (i) a flat fee, a fee of a fixed dollar amount payable at the time the transaction takes place or imposed periodically throughout the relationship, and/or (ii) a transaction based fee, a fixed dollar fee that is charged each time the Escrow Agent is required to execute a particular transaction, service or function. The Escrow Agent may receive compensation from any money market funds held in connection with the relationship as (i) shareholder servicing payments, which is compensation for providing certain services for the benefit of the money market fund company, typically consisting of maintenance of shareholder ownership records, distributing prospectuses and other shareholder information materials to investors and handling proxy voting materials; paid under a money market fund's 12b-1 distribution plan and impacting the investment performance of the fund by the amount of the fee as detailed in the fund's prospectus, which will be provided to Lessee; and/or (ii) revenue sharing payments, which are payments from a money market fund company as payments that represent a reallocation to the Escrow Agent of a portion of the compensation payable to the fund company in connection with Lessee's investment which constitute a form of fee sharing between the fund company and the Escrow Agent and do not as a general rule result in any additional charge or expense in connection with a money market fund investment, are not paid under a 12b-1 plan, and do not impact the investment performance of

the fund. The amount of any revenue share payable to Escrow Agent with respect to Lessee's investments is available upon request. The Escrow Agent may be separately and additionally compensated for services. The Lessee acknowledges that the current prospectus for the money market fund, if any, the Acquisition Fund is to be invested in, describes, among other things, the investment risk and objectives of the money market fund, and it has been reviewed by the Lessee or a representative of the Lessee.

16. This Escrow Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

17. In the event any court of competent jurisdiction shall hold any provisions of this Escrow Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.

18. This Escrow Agreement may not be amended except by a written instrument executed by Lessor, Lessee and Escrow Agent. This Escrow Agreement may be executed in several counterparts, each of which so executed shall be an original.

19. All written notices to be given under this Escrow Agreement shall be given by mail (or email with original to follow) to the party entitled thereto at its address set forth below, or at such address as the party may provide to the other parties hereto in writing from time to time. Any such notice shall be deemed to have been received three (3) days after deposit in the United States mail, with postage fully prepaid, provided, however, that any notice to the Escrow Agent shall not be deemed to be given until received by it .

20. EACH PARTY HERETO EXPRESSLY WAIVES ANY RIGHT TO TRIAL BY JURY OF ANY CLAIM, DEMAND, ACTION OR CAUSE OF ACTION (1) ARISING UNDER THIS ESCROW AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HERewith, OR (2) IN ANY WAY CONNECTED WITH OR RELATED OR INCIDENTAL TO THE DEALINGS OF ANY PARTY HERETO WITH RESPECT TO THIS ESCROW AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HERewith, OR THE TRANSACTIONS RELATED HERETO OR THERETO, IN EACH CASE WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT OR TORT OR OTHERWISE.

21. The parties agree that the electronic signature (provided by the electronic signing service DocuSign initiated by the Lessor) of a party to this Escrow Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Escrow Agreement. The parties agree that any electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed, and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files.

IN WITNESS WHEREOF, Lessor, Lessee and Escrow Agent have caused this Escrow Agreement to be executed by their duly authorized representatives as of the date first written above.

Colerain Township, Hamilton County, OH, as
Lessee

By_____

Title_____

Address: 4200 Springdale Road, Colerain Township, Ohio 45251

Huntington Public Capital Corporation, as
Lessor

By_____

Title_____

Address: c/o The Huntington National Bank, 525 Vine Street, 14th Floor, Cincinnati, Ohio 45202

The Huntington National Bank, as
Escrow Agent

By: _____

Title: _____

Address: 525 Vine Street 14th Floor, Cincinnati, Ohio 45202

EXHIBIT A
PAYMENT REQUEST FORM

RE: **Colerain Township, Hamilton County, OH – Document Schedule 009**

Acquisition Fund Established By The Escrow Agreement dated as of **August ____, 2023** among Huntington Public Capital Corporation, **Colerain Township, Hamilton County, OH** and The Huntington National Bank, Escrow Agent

Sir or Madam,

A. Draw Request

As Escrow Agent for the above-referenced Acquisition Fund, you are hereby requested to pay from that Acquisition Fund to the person or corporation designated below as payee, the sum set forth below in payment of a portion of all of the cost of the acquisition of the equipment described below. The amount shown below is due and payable under the invoice of the payee with respect to the cost of the acquisition of the equipment and has not formed the basis of any prior request for payment. The equipment described below is part of all of the "Equipment" that is subject to the Lease described in the above referenced Escrow Agreement.

Amount: _____

Payee: _____

Address: _____

City, State, Zip: _____

Funds should be sent via: (check and complete one)

Wire Transfer: Bank Name: _____

ABA #: _____

Beneficiary: _____

Account #: _____

Reference Info#: _____

Check: Payee: _____

Address: _____

City, State, Zip: _____

Regular mail _____ Overnight Mail _____

Credit Account: Account Name: _____

Account No.: _____

_____ By checking this box, Lessee represents to Lessor that this draw is the final draw to be taken under the Acquisition Fund and Lessee desires Lessor to close the Acquisition Fund following this draw.

A. Equipment Description and Acceptance

Lessee confirms (i) that the Equipment, further described below, on the attached invoice(s), and/or on Schedule 1 hereto, has been delivered to Lessee (or, if Lessee has requested Lessor to make arrangements to pay for the Equipment before it is delivered to and inspected by Lessee, Lessee acknowledges that Lessor is only willing to do so at Lessee's sole risk and as such the parties agree that as of the date hereof, Lessee's obligations under the Lease, including the Escrow Agreement, are absolute, unconditional, and cannot be cancelled); (ii) that the Equipment is of the size, design, capacity and manufacture selected solely by Lessee and meets the provisions of any purchase agreements pursuant to which the Equipment has been acquired; and (iii) that Lessee irrevocably accepts said Equipment "AS-IS, WHERE-IS" for all purposes of the Lease, including the Escrow Agreement, as of the date hereof. Lessee waives any right it may have to revoke its acceptance of the Equipment.

Manufacturer	Description	Year	New/Used	Serial No	Location	Cost
					Total Equipment Cost:	
					Financed Sales/Use Tax:	\$0.00
					Total Lease Amount:	

The Lessee unconditionally agrees to indemnify and hold Lessor harmless from any and all costs, expenses, claims, fees, or damages (including reasonable attorney's fees) incurred by Lessor in connection with its acquisition of the Equipment on behalf of the Lessee hereunder, however arising; and the Lessee agrees it remains solely responsible for the delivery, shipment, installation, construction, insuring and testing of the Equipment at its own risk and expense. The Lessee agrees to reimburse Lessor for all taxes, costs and fees and expense incurred by Lessor (including reasonable attorneys' fees) in the connection with the Lease and enforcement of any of its provisions.

Colerain Township, Hamilton County, OH

Lessee

By: _____

Title: _____

Date: _____

Note:

If vendor payment is by wire transfer, Huntington's wire team will conduct a callback to confirm that the request is accurate and not fraudulent. The call will come from a phone number with a "606" area code.

Phone Number: (513) 923-5003 will be utilized for the callback.

If the phone number above is no longer accurate, please provide accurate number below. Allow 24 hours to process and update information.

Updated Phone Number: _____

PAYMENT AUTHORIZATION CERTIFICATE

Date: August ____, 2023

Lessee: **Colerain Township, Hamilton County, OH**

Lessor: **Huntington Public Capital Corporation**

Reference is made to the following documents (collectively, the "Lease"): the Equipment Schedule No. **009** dated as of **August ____, 2023** together with its Master Lease Agreement No. **13417** dated **April 26, 2017** and all documents related to said Lease by and between the above-named Lessee and the above-named Lessor.

Lessee hereby instructs Lessor and authorizes Lessor to disburse the proceeds of the Lease as specified below:

Amount: **\$531,568.00**

Wire Transfer	Bank:	The Huntington National Bank
	ABA No.:	044000024
	Account No.:	01891662889
	Account Name:	Corporate Trust Department
	Reference:	Colerain Township Schedule 009
Check	Payee:	
	Address:	
	Phone:	
Credit Huntington Account	Account Name:	
	Account Number:	

All terms defined in this section shall have the same meaning as in the Escrow Agreement. Disbursements from the above funds deposited in the Acquisition Fund shall be made in the future upon receipt by Lessor of Payment Request Forms executed by Lessee and in accordance with the Escrow Agreement. Lessee hereby instructs Lessor and authorizes Lessor to disburse the proceeds of the Acquisition Fund, with exact amounts and dates provided on future Payment Request Forms, to the following payee(s) according to the instructions below:

If instructions are not provided hereto for Acquisition Fund disbursements anticipated in the future, additional steps may be taken by Lessor prior to releasing funds, such as a callback to the authorized signer of Lessee on a recorded phone line.

By signing below, Lessee authorizes Lessor to issue checks, send wires or direct fund transfers to the payees, in the amounts, and per the instructions (if applicable) set forth above. Such payments may be made by Lessor by making advance(s) under the Lease described above. Lessee also acknowledges that it may be responsible for paying other fees directly to third parties, such as Lessor's legal counsel, and making other disbursements in connection with the lease-purchase financing transaction under the terms of the Lease documents. Lessor may rely and act on the instructions set forth herein and shall not be responsible for the use or application of the funds, and Lessee shall indemnify, defend and hold harmless Lessor from and against any and all losses, costs, expenses, fees, claims, damages, liabilities, and causes of action in any way relating to or arising from acting in accordance herewith.

IN WITNESS WHEREOF, the Lessee has caused this Payment Authorization Certificate to be executed as of the day and year first above written.

Lessee:

Colerain Township, Hamilton County, OH

By: _____

Title: _____



The Huntington National Bank
525 Vine Street 14th Floor
Cincinnati, OH 45202

INVOICE

DATE OF INVOICE 8/4/2023
INVOICE NUMBER MANUAL

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

INVOICE SUMMARY

Contract No.	Description	Amount
101-0013417-009	Escrow Fee	\$500.00

IMPORTANT MESSAGES

If you have previously provided us with an ACH authorization or included one with your closing documents, this invoice will be paid via ACH pursuant to the ACH authorization, unless you notify us otherwise.

Please complete the following fields, as needed:

Contact Name for invoice/payment issues: _____

Address (for future invoices): _____

Phone Number: _____

Email: _____

Special invoicing/payment requirements: _____

IF NOT ENROLLED IN ACH AND PAYING BY CHECK, PLEASE DETACH LOWER PORTION AND RETURN WITH YOUR PAYMENT.

INVOICE DATE	INVOICE NUMBER	DUE DATE	TOTAL AMOUNT DUE
8/4/2023	MANUAL	AT CLOSING	\$500.00
AMOUNT ENCLOSED			

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

THE HUNTINGTON NATIONAL BANK
EQUIPMENT FINANCE DIVISION
525 VINE ST 14TH FL
CINCINNATI OH 45202



The Huntington National Bank
525 Vine Street 14th Floor
Cincinnati, OH 45202

INVOICE

DATE OF INVOICE 8/4/2023
INVOICE NUMBER MANUAL

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

INVOICE SUMMARY

Contract No.	Description	Amount
101-0013417-009	First Payment	\$116,911.01

IMPORTANT MESSAGES

If you have previously provided us with an ACH authorization or included one with your closing documents, this invoice will be paid via ACH pursuant to the ACH authorization, unless you notify us otherwise.

Please complete the following fields, as needed:

Contact Name for invoice/payment issues: _____

Address (for future invoices): _____

Phone Number: _____

Email: _____

Special invoicing/payment requirements: _____

IF NOT ENROLLED IN ACH AND PAYING BY CHECK, PLEASE DETACH LOWER PORTION AND RETURN WITH YOUR PAYMENT.

INVOICE DATE	INVOICE NUMBER	DUE DATE	TOTAL AMOUNT DUE
8/4/2023	MANUAL	8/25/2023	\$116,911.01
AMOUNT ENCLOSED			

Colerain Township, Hamilton County, OH
ATTN: Financial Director
4200 Springdale Road
Colerain Township, OH 45251

THE HUNTINGTON NATIONAL BANK
EQUIPMENT FINANCE DIVISION
525 VINE ST 14TH FL
CINCINNATI OH 45202

FORM OF OPINION OF COUNSEL

Date: August ____, 2023

Colerain Township, Hamilton County, OH (Lessee)

-and-

Huntington Public Capital Corporation (Lessor)

Ladies and Gentlemen:

As legal counsel to **Colerain Township, Hamilton County, OH** ("Lessee"), we have examined (1) an executed counterpart of a certain Master Lease Agreement No. **13417** dated **April 26, 2017**, the Equipment Schedule No. **009** dated as of **August ____, 2023** and all documents executed in connection therewith (collectively, the "Agreement") by and between Huntington Public Capital Corporation ("Lessor"), as Lessor, and Lessee, which among other things provides for the lease of, sale to and purchase by Lessee of certain property described in the Agreement (the "Equipment"); (2) an executed counterpart of the ordinance or resolution of Lessee which among other things authorizes Lessee to execute the Agreement; (3) the applicable income tax regulations of the Internal Revenue Code of 1986 (the "Code"), including particularly Sections 103 and 148 of the Code and Regulations Section 1.148-2 and 1.148-8 (the "Regulations") and Sections 141 to 149, and Section 265 of the Code, (4) the representations, warranties, and covenants contained in the Agreement with Lessee (and I know of no reason for such representations, warranties, and covenants to be false or untrue, and we are assured of their veracity, and rely on such veracity in rendering the following opinions), and (5) such other opinions, documents and matters of laws as we have deemed necessary in connection with the following opinions. If applicable, the term "Agreement" as used in this opinion shall include any Escrow Agreement executed by Lessee and Lessor related to the Agreement described above.

Based on the foregoing, we are of the following opinions:

(1) Lessee is a political subdivision, duly organized and existing under the laws of the State of **Ohio** (the "State"), is a state or political subdivision as such terms are used in Section 103 of the Internal Revenue Code of 1986 (the "Code"), and is a governmental unit within the meaning of Section 148(f) of the Code;

(2) The Agreement is in registered form, within the meaning of Section 149 of the Code, is not a private activity bond as defined in Section 141 of the Code, is a qualified tax exempt obligation as the term is used in Section 265(b) of the Code, and is qualified for the exception from certain rebate requirements contained in Section 148(f) of the Code

(3) Lessee has the requisite power and authority to purchase the Equipment, to execute and deliver the Agreement, to enter into the transactions contemplated by the Agreement and to perform its obligations under the Agreement;

(4) The Agreement and other documents either attached thereto or required therein have been duly authorized, approved and executed by and on behalf of Lessee, and the Agreement is a valid and binding obligation of Lessee enforceable in accordance with its terms, except as such enforceability may be limited by applicable bankruptcy, insolvency, moratorium, reorganization or similar laws, from time to time in effect, and equitable principles;

(5) The authorization, approval and execution of the Agreement and all other proceedings of Lessee relating to the transactions contemplated thereby have been performed in accordance with all open meeting laws, public bidding laws and all other applicable state or federal laws, and no approval or consent is required from any governmental authority with respect to the entering in or performance by Lessee of the Agreement and the transactions contemplated thereby, or if any such approval is required, it has been duly obtained;

(6) There is no proceeding, pending or threatened, in any court or before an governmental authority or arbitration board or tribunal that, if adversely determined, would adversely affect the transactions contemplated by the Agreement or the security interest of Lessor or its assigns, as the case may be, in the Equipment;

(7) Lessee has sufficient moneys available to make all Lease Payments required to be paid under the Agreement during the current Fiscal Year of Lessee and such moneys have been properly budgeted and appropriated for this purpose in accordance with all applicable laws;

(8) The interest portion of the Lease Payments to be made by Lessee pursuant to the Agreement are excludible from gross income for federal income tax purposes;

(9) The Agreement is in accordance with and does not violate the usury laws of the State; and

(10) The Agreement is not an "arbitrage bond" as defined in the Code and Regulations.

It is understood and agreed that counsel for Lessor may rely on this opinion in rendering any opinion as to the exclusion from gross income for Federal income tax purposes of the interest component of payments made by Lessee to the recipient thereof pursuant to the Agreement, and may attach a copy of this opinion to their opinion.

The opinions herein are based on existing law, which is subject to change. Such opinions are further based on our knowledge of facts as of the date hereof. We assume no duty to update or supplement our opinion to reflect any facts or circumstances that may hereafter come to our attention or to reflect changes in law that may hereafter occur or become effective. Moreover, our opinion is not a guarantee or assurance of any financial or economic result.

Lessor, its assignee and any of their assigns may rely upon this opinion subject to the following: (a) we have not been engaged to act, and have not acted, as counsel to Lessor, its assignee or any of their assigns in connection with the above matters; and (b) no attorney-client relationship exists, and no attorney-client relationship has at any time existed, between us and Lessor, its assignee or any of their assigns by virtue of this opinion letter.

Respectfully submitted,

By: _____

PLEASE RETYPE THE CONTENT OF THIS ON THE LETTERHEAD OF LESSEE'S COUNSEL.



INSURANCE REQUIREMENTS

A.M. Best Rating: Insurance must be with insurers with an A.M. Best or comparable agency rating of not less than "B+-".

For the Benefit of: All insurance including any endorsements should state that it is for the benefit of "Huntington Public Capital Corporation, c/o The Huntington National Bank, its parents, affiliates, successors and assigns".

Certificate Holder:

Huntington Public Capital Corporation
c/o The Huntington National Bank, its parents, affiliates, successors and assigns
c/o American Lease Insurance
707 Texas Ave, Suite 200D
College Station, TX 77840

Property Damage/Vehicle Physical Damage:

- Certificate (generally Acord 27 or 23) should reference the specific equipment being financed. This can be done by listing the actual equipment, or by specific reference to everything financed under ***Master Lease Agreement 13417***
- Property insurance and/or equivalent vehicle physical damage insurance must protect the Collateral for its full replacement value of at least the **equipment cost**.
- Huntington Public Capital Corporation c/o The Huntington National Bank and its parents, affiliates, successors and assigns shall be named loss payee on a **Lender's Loss Payable** endorsement. The repayment of Huntington's financing must be protected even if the insured fails to comply with some policy term.
- Required Insurance shall not have a deductible amount in excess of Twenty-Five Thousand Dollars (\$25,000.00).

General Liability/Vehicle Liability:

- Liability insurance and/or equivalent vehicle liability insurance certificate (generally Acord 25 or 23) shall have coverage limits not less than:
 - \$1,000,000 each occurrence
 - \$1,000,000 personal injury
 - \$1,000,000 general aggregate
 - Or, if applicable, \$1,000,000 vehicle liability
- Huntington Public Capital Corporation c/o The Huntington National Bank, its parents, affiliates, successors and assigns shall be named as **Additional Insured**. Please include copy of endorsement with certificate.

Additional Policy Requirement

- Shall provide for thirty (30) days' prior written notice of cancellation, material change, or non-renewal.



Huntington Public Capital Corporation
c/o The Huntington National Bank
Equipment Finance Division
525 Vine Street, 14th Floor
Cincinnati, OH 45202

Titling Instructions

Lien Holder

Huntington Public Capital Corporation should be listed as first Lien Holder as referenced below:

Huntington Public Capital Corporation
c/o The Huntington National Bank
11100 Wayzata Blvd., Ste 700
Minnetonka, MN 55305

Mailing Address

The original title should be sent to the following address:

Huntington Public Capital Corporation
c/o The Huntington National Bank
11100 Wayzata Blvd., Ste 700
Minnetonka, MN 55305

Contact

If you have any questions please contact:

Jaimie Donelan
513.366.3087
Jaimie.Donelan@Huntington.com

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphany Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping

Motion to Issue Request for Proposals regarding Street Tree Program

Recommend ADOPTION of the Motion.

Rationale:

As part of the 2023 Strategic Plan, the Township worked with Urban Canopy to identify and map existing gaps in the street tree canopy for reforestation. The bid documents cover the cost of the trees, labor and materials for planting and provide a one-year maintenance warranty. The bid package will be open until Thursday, September 14, 2023 and on the agenda for approval at the September 26th Board Meeting.



REQUEST FOR BIDS

2023 STREET TREE PROGRAM
for
Colerain Township

Release Date: 08/23/2023
Response Deadline: 09/15/2023

4200 Springdale Road
Colerain Township, OH 45251

513-385-7500

**GUIDELINES AND INSTRUCTIONS
FOR REQUEST FOR BIDS FOR
2023 STREET TREE PROGRAM**

Colerain Township
4200 Springdale Road
Cincinnati, Ohio 45251
Phone: 513-385-7503

NOTICE TO RESPONDENTS

Colerain Township is soliciting bids for the **2023 STREET TREE PROGRAM** which includes the purchase of materials and equipment necessary for the installation and one-year maintenance of 204 street trees on the following neighborhood streets: Menominee, Royal Glen, Kingman, Honesdale, Montezuma, Renetta, Tripoli, Zoellner and Gila roads until Friday, September 15, 2023.

Sealed proposals will be received by the Township, at 4200 Springdale Road, Cincinnati, OH 45251, to the attention of Tiphonie Mays, Assistant Township Administrator, until 3:00 p.m., Friday, September 15, 2023, at which time and place all bids will be publicly opened and read aloud.

Detailed specifications and bid forms are online at <https://www.colerain.org/206/Auction-RFQ-Bids>. Bids must be submitted as conditions described therein. Each bid must be enclosed in a sealed envelope, clearly marked “**2023 STREET TREE PROGRAM**” on the face of the envelope and display the name and address of the bidder.

All technical questions for this bid should be directed to Cassandra Homan, Urban Canopy Works (the Township’s agent) at Cassandra@urbancanopyworks.com, or (cell) 859-750-4340 by September 14, 2023.

Respondents should be aware that any records they submit to the Township, or that are used by the Township may be public records. The Township will promptly disclose public records upon request unless a statute exempts them from disclosure. Respondents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed.

PROJECT SPECIFICATIONS

1) **Work to be performed:** Street tree installation and maintenance for one year.

2) **Work location areas and types:** 204 street trees to be planted along Menominee, Royal Glen, Kingman, Honesdale, Montezuma, Renetta, Tripoli, Zoellner and Gila roads. Details found below, or at map link: <https://pg-cloud.com/UrbanCanopyWorks/?scenario=Colerain-planting-2023>

Address	#	species	Notes
10008 Menominee	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
10016 Menominee	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
10031 Menominee	1	Amelanchier X grandiflora 'Autumn brilliance'	
10032 Dunraven	1	Amelanchier X grandiflora 'Autumn brilliance'	on Menominee
10032 Menominee	1	Tilia americana 'Redmond'	
10040 Menominee	2	Maclura pomifera 'White Shield'	
10049 Menominee	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
10057 Menominee	1	Liriodendron tulipifera 'Emerald City' or standard	
10060 Menominee	1	Cercis canadensis (non-weeping variety)	
10065 Menominee	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
10068 Menominee	1	Cercis canadensis (non-weeping variety)	
10076 Menominee	1	Pistacia chinensis	
10081 Menominee	1	Maclura pomifera 'White Shield'	
10084 Menominee	1	Pistacia chinensis	
10089 Menominee	1	Maclura pomifera 'White Shield'	
10092 Menominee	1	Chionanthus virginicus (single stem variety)	
10097 Menominee	1	Gleditsia triacanthos inermis 'Shademaster, Skyline, or Streetkeeper'	
10100 Menominee	1	Chionanthus virginicus (single stem variety)	
10108 Menominee	1	Cercis canadensis (non-weeping variety)	
10113 Menominee	1	Liriodendron tulipifera 'Emerald City' or standard	
10118 Menominee	1	Gleditsia triacanthos inermis 'Shademaster, Skyline, or Streetkeeper'	
10121 Menominee	1	Cercis canadensis (non-weeping variety)	
10129 Menominee	1	Amelanchier X grandiflora 'Autumn brilliance'	
10141 Menominee	1	Amelanchier X grandiflora 'Autumn brilliance'	
2505 Royal Glen	1	Cladrastis kentuckea	
2512 Royal Glen	1	Amelanchier X grandiflora 'Autumn brilliance'	
2519 Royal Glen	1	Cladrastis kentuckea	
2529 Royal Glen	1	Maclura pomifera 'White Shield'	
2530 Royal Glen	1	Amelanchier X grandiflora 'Autumn brilliance'	

2565 Royal Glen	1	Maclura pomifera 'White Shield'	
2566 Royal Glen	1	Cotinus obovatus (tree-form)	
2573 Royal Glen	1	Liriodendron tulipifera 'Emerald City' or standard	
2576 Royal Glen	1	Cotinus obovatus (tree-form)	
2583 Royal Glen	1	Liriodendron tulipifera 'Emerald City' or standard	
2588 Royal Glen	1	Syringia reticulata	
2591 Royal Glen	1	Cladrastis kentuckea	
2596 Royal Glen	1	Syringia reticulata	
2601 Royal Glen	1	Cladrastis kentuckea	
2602 Royal Glen	1	Chionanthus virginicus (single stem variety)	
2609 Royal Glen	1	Liriodendron tulipifera 'Emerald City' or standard	
2610 Royal Glen	1	Chionanthus virginicus (single stem variety)	
2637 Royal Glen	1	Liriodendron tulipifera 'Emerald City' or standard	
2655 Royal Glen	1	Cercis canadensis (non-weeping variety)	
2656 Royal Glen	1	Cercis canadensis (non-weeping variety)	
2662 Royal Glen	2	Maclura pomifera 'White Shield'	
2663 Royal Glen	1	Amelanchier X grandiflora 'Autumn brilliance'	
2673 Royal Glen	1	Amelanchier X grandiflora 'Autumn brilliance'	
2680 Royal Glen	1	Liriodendron tulipifera 'Emerald City' or standard	
2681 Royal Glen	2	Syringia reticulata	
2700 Royal Glen	1	Liriodendron tulipifera 'Emerald City' or standard	
2701 Royal Glen	1	Amelanchier X grandiflora 'Autumn brilliance'	
2710 Royal Glen	1	Gleditsia triacanthos inermis 'Shademaster, Skyline, or Streetkeeper'	
2711 Royal Glen	1	Pistacia chinensis	
2720 Royal Glen	1	Gleditsia triacanthos inermis 'Shademaster, Skyline, or Streetkeeper'	
2730 Royal Glen	1	Cladrastis kentuckea	
2740 Royal Glen	1	Cladrastis kentuckea	
2750 Royal Glen	1	Maclura pomifera 'White Shield'	
2751 Royal Glen	1	Pistacia chinensis	
2771 Royal Glen	1	Cercis canadensis (non-weeping variety)	
2786 Royal Glen	1	Maclura pomifera 'White Shield'	

2787 Royal Glen	1	Cercis canadensis (non-weeping variety)	
2801 Royal Glen	1	Chionanthus virginicus (single stem variety)	
2816 Kingman	1	Chionanthus virginicus (single stem variety)	
2820 Royal Glen	1	Cladrastis kentuckea	
2826 Kingman	1	Cercis canadensis (non-weeping variety)	
2833 Kingman	1	Cladrastis kentuckea	
2840 Royal Glen	1	Cladrastis kentuckea	
2841 Kingman	1	Cladrastis kentuckea	
2842 Kingman	1	Cercis canadensis (non-weeping variety)	
2853 Honesdale	1	Maclura pomifera 'White Shield'	on Menominee, towards 9984 Menominee
2859 Kingman	1	Tilia americana 'Redmond'	
2861 Royal Glen	1	Amelanchier X grandiflora 'Autumn brilliance'	
2865 Honesdale	1	Syringia reticulata	on Menominee
2867 Kingman	1	Tilia americana 'Redmond'	
2877 Kingman	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
2885 Kingman	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
2890 Brampton	1	Maclura pomifera 'White Shield'	on Menominee
2890 Kingman	1	Syringia reticulata	
2893 Kingman	1	Platanus x acerifolia 'Exclamation'	
2903 Kingman	1	Platanus x acerifolia 'Exclamation'	
2908 Kingman	1	Cotinus obovatus (tree-form)	
2911 Kingman	1	Tilia americana 'Redmond'	
2919 Kingman	1	Tilia americana 'Redmond'	
2930 Kingman	1	Cotinus obovatus (tree-form)	
2955 Kingman	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
2956 Kingman	1	Chionanthus virginicus (single stem variety)	
2963 Kingman	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
2964 Kingman	1	Chionanthus virginicus (single stem variety)	
2971 Montezuma	1	Platanus x acerifolia 'Exclamation'	on Montezuma
2971 Montezuma	1	Tilia americana 'Redmond'	on Zoellner
2972 Kingman	1	Cercis canadensis (non-weeping variety)	

2982 Kingman	1	Cercis canadensis (non-weeping variety)	
2983 Montezuma	1	Platanus x acerifolia 'Exclamation'	
2984 Montezuma	1	Pistacia chinensis	
2988 Montezuma	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
2989 Montezuma	1	Cladrastis kentuckea	
2990 Kingman	1	Pistacia chinensis	
2994 Montezuma	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
2995 Kingman	1	Platanus x acerifolia 'Exclamation'	on Kingman
2995 Kingman	1	Tilia americana 'Redmond'	on Zoellner
2995 Montezuma	1	Cercis canadensis (non-weeping variety)	
2998 Montezuma	1	Tilia americana 'Redmond'	
3002 Montezuma	1	Tilia americana 'Redmond'	
3003 Montezuma	1	Cercis canadensis (non-weeping variety)	
3006 Montezuma	1	Platanus x acerifolia 'Exclamation'	
3016 Montezuma	1	Platanus x acerifolia 'Exclamation'	
3017 Montezuma	1	Cotinus obovatus (tree-form)	
3020 Montezuma	1	Tilia americana 'Redmond'	
3028 Montezuma	1	Tilia americana 'Redmond'	in front of house
3049 Montezuma	1	Liriodendron tulipifera 'Emerald City' or standard	
3052 Montezuma	1	Platanus x acerifolia 'Exclamation'	
3056 Montezuma	1	Platanus x acerifolia 'Exclamation'	towards 3052
3060 Montezuma	2	Liriodendron tulipifera 'Emerald City' or standard	on Renetta
3060 Montezuma	1	Tilia americana 'Redmond'	on Montezuma, towards 3056
3061 Montezuma	1	Cotinus obovatus (tree-form)	
3067 Montezuma	1	Syringia reticulata	
3071 Montezuma	1	Chionanthus virginicus (single stem variety)	
3074 Montezuma	1	Tilia americana 'Redmond'	
3075 Montezuma	1	Chionanthus virginicus (single stem variety)	
3079 Montezuma	1	Amelanchier X grandiflora 'Autumn brilliance'	
3089 Montezuma	1	Amelanchier X grandiflora 'Autumn brilliance'	
7871 Pippin	1	Cotinus obovatus (tree-form)	on Royal Glen

8903 Renetta	2	Quercus bicolor	on Montezuma
8903 Renetta	1	Amelanchier X grandiflora 'Autumn brilliance'	on Renetta
8909 Tripoli	2	Gleditsia triacanthos inermis 'Shademaster, Skyline, or Streetkeeper'	
8916 Renetta	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
8918 Tripoli	1	Cercis canadensis (non-weeping variety)	
8919 Renetta	1	Cercis canadensis (non-weeping variety)	
8923 Zoelner	1	Cercis canadensis (non-weeping variety)	on Zoellner
8923 Zoelner	1	Cotinus obovatus (tree-form)	on Montezuma
8924 Zoelner	1	Cladrastis kentuckea	on Montezuma
8924 Zoelner	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	on Zoellner
8927 Tripoli	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
8932 Renetta	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
8935 Tripoli	1	Platanus x acerifolia 'Exclamation'	
8935 Zoelner	1	Cotinus obovatus (tree-form)	
8936 Zoelner	1	Platanus x acerifolia 'Exclamation'	
8939 Tripoli	1	Tilia americana 'Redmond'	
8944 Zoelner	1	Liriodendron tulipifera 'Emerald City' or standard	
8945 Tripoli	1	Liriodendron tulipifera 'Emerald City' or standard	
8948 Tripoli	1	Pistacia chinensis	
8949 Zoelner	1	Pistacia chinensis	
8957 Zoelner	1	Syringia reticulata	
8961 Tripoli	1	Liriodendron tulipifera 'Emerald City' or standard	
8968 Zoelner	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	on Zoellner
8968 Zoelner	1	Syringia reticulata	on Kingman
8971 Zoelner	1	Chionanthus virginicus (single stem variety)	
8972 Tripoli	1	Chionanthus virginicus (single stem variety)	
8976 Zoelner	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
8979 Zoelner	1	Syringia reticulata	
8980 Tripoli	1	Syringia reticulata	
8984 Zoelner	1	Tilia americana 'Redmond'	
8987 Tripoli	1	Cotinus obovatus (tree-form)	

8988 Tripoli	1	Liriodendron tulipifera 'Emerald City' or standard	
8992 Zoelner	1	Platanus x acerifolia 'Exclamation'	on Tripoli
8992 Zoelner	1	Tilia americana 'Redmond'	on Zoellner
8995 Tripoli	1	Cotinus obovatus (tree-form)	
8996 Tripoli	1	Liriodendron tulipifera 'Emerald City' or standard	
9003 Tripoli	1	Chionanthus virginicus (single stem variety)	
9004 Tripoli	1	Gleditsia triacanthos inermis 'Shademaster, Skyline, or Streetkeeper'	
9012 Zoelner	1	Maclura pomifera 'White Shield'	
9015 Tripoli	1	Chionanthus virginicus (single stem variety)	
9016 Tripoli	1	Gleditsia triacanthos inermis 'Shademaster, Skyline, or Streetkeeper'	
9018 Zoelner	1	Maclura pomifera 'White Shield'	
9022 Palomar	2	Cercis canadensis (non-weeping variety)	on Zoellner
9028 Tripoli	1	Cladrastis kentuckea	
9039 Tripoli	1	Cotinus obovatus (tree-form)	on Tripoli
9039 Tripoli	1	Cotinus obovatus (tree-form)	on Zoellner
9078 Tripoli	1	Quercus bicolor	
9099 Tripoli	1	Pistacia chinensis	
9102 Tripoli	1	Quercus bicolor	
9123 Tripoli	1	Pistacia chinensis	
9126 Tripoli	1	Platanus x acerifolia 'Exclamation'	
9139 Tripoli	1	Liriodendron tulipifera 'Emerald City' or standard	
9142 Gila	1	Cotinus obovatus (tree-form)	on Gila
9142 Gila	1	Cotinus obovatus (tree-form)	on Kingman
9143 Gila	1	Syringia reticulata	on Kingman
9148 Gila	1	Syringia reticulata	
9149 Gila	1	Platanus x acerifolia 'Exclamation'	
9150 Tripoli	1	Tilia americana 'Redmond'	
9151 Tripoli	1	Liriodendron tulipifera 'Emerald City' or standard	
9160 Tripoli	1	Platanus x acerifolia 'Exclamation'	
9164 Gila	1	Chionanthus virginicus (single stem variety)	
9169 Gila	1	Quercus bicolor	

9180 Gila	1	Pistacia chinensis	
9190 Gila	1	Pistacia chinensis	
9195 Gila	1	Quercus bicolor	
9196 Gila	1	Cercis canadensis (non-weeping variety)	
9199 Gila	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
9204 Gila	1	Tilia americana 'Redmond'	
9205 Gila	1	Gymnocladus dioicus 'Espresso or Prairie Titan'	
9212 Gila	1	Quercus bicolor	
9220 Gila	1	Quercus bicolor	
9971 Menominee	1	Amelanchier X grandiflora 'Autumn brilliance'	
9972 Menominee	1	Cladrastis kentuckea	
9984 Menominee	1	Cladrastis kentuckea	
9991 Menominee	1	Amelanchier X grandiflora 'Autumn brilliance'	

3) **Contractor experience and certification requirements:** Work performed by the awarded contractor is preferred and the use of sub-contractors is unfavorable. The contractor should have an ISA Certified Arborist on-site while work is being performed.

4) **Work guidance:** Additionally, site-specific plans for the work locations will be made available to bidders; see Attachment A, link. Once awarded, the contractor must meet with the Township or their agent to determine final species selection and mark planting locations.

5) **Scope of Work:** To provide all supervision, material, labor, equipment, service, operations and expertise required to deliver, plant and guarantee street trees in Colerain Township as specified herein. Contractor has responsibility to:

- A. Furnish, transport and plant trees.
- B. Reserve workspace along streets.
- C. Contact 811 to mark utilities prior to planting.
- D. Mark tree planting sites.
- E. Excavate soil, plant trees, backfill and water.
- F. Furnish and place mulch.
- G. Remove excess material and clean-up site.
- H. Guarantee trees for one year and make appropriate replacement planting.
- I. Keep work site safe at all times.
- J. Any work incidental to above.

6) **Materials Specifications:** Mention of any product name neither constitutes an endorsement of that product nor excludes the use of similar products meeting specifications.

- A. Nursery Stock: May be balled & burlapped or plants grown in containers. All trees healthy, vigorous and well grown, showing evidence of proper root and top pruning, single trunked, high branched specimens suitable for use along streets. All trees 2.0 inch caliper unless otherwise noted. All plants meet American Nursery Stock Standard Z-60.1 for top grade. Trees of the same species to be installed shall be the same size, height, and form. Label attached to each tree at nursery indicating botanical name and common name. Labels remain on trees for one year. Colerain Township or its agent has final approval of species or variety used and nursery from which trees are obtained.
- B. Root Balls & Burlap: Ball shape and size conform to Z-60.1. Only rottable burlap and rottable rope permitted. Root balls are adequately protected at all times from sun, heat, freezing and drying. The Township will reject any cracked or manufactured root balls. Container stock is acceptable if it conforms to Z-60.1 standards and its size equals or exceeds 2-inch caliper.
- C. Mulch: Dye-free, processed hardwood bark mulch is acceptable.
- D. Soil Amendments: Products such as Biochar, Hydrogel A1000, Soil Moist, Supersorb C, or Terra-Sorb may be incorporated as per label direction into all backfill. Contractor provides a copy of label and manufacturer's directions for product chosen at the time the list of nursery suppliers is submitted to the Township.

7) Tree Planting Work Procedures:

- A. Source of Supply: The Contractor submits in writing to the Township or their agent complete and detailed information concerning the source of supply for each item of plant material specified in the planting list.
- B. Tree Location: Before nursery orders are finalized, the Township or their agent and the Contractor lay out the location of all planting holes with suitable marks. Marks are paint and flags to be provided by the contractor.
- C. Underground Utilities: Contractor ensures that underground gas, electric, water, telephone, cable television, telecommunication, sewer and all other such underground utility lines are marked by respective agency or company at least 48 working hours before planting.
- D. Tree Location Adjustment: After underground utilities have been marked, a follow-up inspection is performed by the Contractor and the Township or their agent to adjust tree locations and to obtain final counts of trees to be planted.
- E. Delivery: Trees transported with adequate protection. Trees covered with tarpaulin during transit or transported in closed truck. Trees in leaf sprayed before shipping with "Wiltpruf" or other antidessicant approved by the Township or their agent. The Township reserves the right to reject trees improperly shipped.
- F. Temporary Storage: Root systems of trees not immediately planted after delivery to be adequately protected by mulch or heeling in and watering until planting occurs. Contractor assumes all risk and expense of temporary storage. The Township reserves the right to reject trees improperly stored.
- G. Planting Holes: Hand dug or ground out with stump grinder or trencher. Dig to a diameter 24 inches more than rootball diameter. Depth should be no greater than depth of rootball to ensure that the rootflare will be correctly situated just above the soil; locating the flare may require the removal of some soil in the container or ball, depending on nursery quality. Dig with vertical, rough sides and flat, rough bottom. Dig only on day tree is planted. Augers not allowed. Contractor makes all holes safe until tree is planted and mulched.
- I. Surplus Excavation: Removed and disposed of by Contractor at their expense.

J. Planting Procedure: Containers removed before placing tree in hole. Wire baskets may be left on root ball but must be cut to a lower horizontal ring at least halfway down the rootball to eliminate the possibility of wire becoming a tripping or puncture hazard. All ropes, twine, and strapping material removed from the job site. Burlap on top of root ball cut off and removed from the job site. Sides of burlap cut in at least 10 places around the ball to encourage outward growth of roots. Ends of broken or damaged roots over 1/4 inch in diameter pruned with a clean cut, removing only the injured portion, as well as pruning to release any circling roots. Trees should be placed to ensure that the rootflare will be correctly situated just above the soil. Trees with forked top oriented with main forks parallel to the street. Tree trunks kept vertical in all directions.

K. Backfill: Planting holes backfilled with shredded or pulverized soil ground out from planting holes and mixed properly with any amendments used. Backfill tamped lightly as it is placed into hole to eliminate air pockets.

L. Top Pruning & Wound Treatment: Pruning done to fix any damaged branches. Pruning done according to Part 3.5 (Young Tree Pruning) of ANSI A300 Standards and instructions of the Township or their agent. Accidental damage during planting is not great enough to warrant branch removal or tree replacement promptly traced according to recognized horticultural practices. No wound dressing used.

M. Mulching: Mulch placed loosely around trees within 24 hours after planting to uniform depth of four (4) inches and a diameter of four (4) feet where possible. Mulch shall not be placed directly against tree trunks.

N. Watering: Done thoroughly to settle backfill within 24 hours after all backfill is in place. Contractor may use semi-permanent supplemental watering systems installed at ground level, such as Ooze Tube and Tree Diaper, but is responsible for maintaining these systems. The Township is not responsible for damage to the systems.

O. Wrapping & Staking: Trees are neither wrapped nor staked, unless specified by the Township or their agent during the guarantee period. If Contractor provides staking, it must be a below-ground system that is biodegradable. All staking and guying done to ANSI standards. At the direction of the Township or their agent, stakes and wrapping are removed by Contractor at the end of the guarantee period. Contractor bears the cost of wrapping and staking.

P. Supervision: Contractor consults with the Township or their agent concerning details and scheduling of all work. The contractor shall have a person in charge of work at all times to whom the Township or their agent may issue directions and who is authorized to accept and act upon such directives.

8) Inspections:

A. Nursery inspection: The Township or their agent, at its discretion, inspects nursery stock purchased under this contract before digging. Tags remain on trees until final inspection is made. If the nursery source is known and approved, photographs of the selected and tagged trees may be submitted to the Township or their agent. Alternatively, the contractor pays transportation costs for the Township representative doing inspection and tagging. Alternatively,

B. Planting Inspection: The Township or their agent, at its discretion, inspects planting operations and temporarily stored trees.

C. Guarantee Period Inspection: The Township or their agent inspects planting work to verify completion and begin the guarantee period. Contractor requests this inspection in writing at least ten (10) days before its scheduled date. After inspection, the Township or their agent

notifies the Contractor in writing of date of beginning of guarantee period or of deficiencies to correct before guarantee period begins.

D. Correction Inspection: Two months before end of guarantee period, the Township or their agent inspects work and notifies Contractor of replacements and other corrections required to make work acceptable.

E. Final Inspection: At end of guarantee period, the Township or their agent inspects trees to determine final acceptance. Contractor requests this inspection in writing at least ten (10) days before its scheduled date.

F. Other Inspections: The Township or their agent reserves the right to inspect on-site work at any time without notice.

9) **Guarantee**: The contractor guarantees that all plants remain alive and healthy until the end of a one (1) year guarantee period.

A. Tree Replacement: During the guarantee period, Contractor immediately removes, then replaces during the next appropriate planting season, as specified, and at their expense, any dead trees and any trees, that in the opinion of the Township or their agent, have become unhealthy or unsightly or have lost their natural shape due to dead branches, improper pruning or maintenance, or any other cause due to the Contractor's negligence, or weather conditions.

B. Tree Support: Contractor straightens and guys, if necessary, any leaning trees, bearing the entire cost. Guy wires, stakes and wrapping are removed by Contractor after the next growing season.

C. Future Guarantee: Each replacement tree is guaranteed in a like manner for one (1) year from the date the replacement tree is planted.

D. Township-Requested Replacement: At the Township's discretion, Contractor, following these specifications, replaces any plant killed or damaged beyond repair by vandals, vehicular accident, or other causes beyond Contractor's control. The Township will bear the cost of these replacements at specified bid rate.

10) **Bid information**: Contractors should contact Cassandra Homan of Urban Canopy Works (Cassadra@urbancanopyworks.com or 859-750-4340, the Township's agent for this project, to request more information or ask technical questions. No pre-bid site meeting will be held.

11) **Township reserves right**: To revise bid quantities for tree planting and/or removal to conform to budget with awarded bidder.

Please refer to Attachment A for more information related to the specific quantity, breed and species of trees that are required for this project. At a minimum, the bid must address all items requested in the project specifications as well as materials identified in Attachment A along with a guaranteed maximum price for completion of the project.

TIMELINES

- | | | |
|----|----------------------------------|---|
| 1. | Township Trustees Approval: | August 22, 2023 |
| 2. | Release/Advertised: | August 23, 2023/August 30 & September 9, 2023 |
| 3. | Bid Deadline/Opening: | 3:00 p.m. (local time) on September 15, 2023 |
| 4. | Projected Township Approval: | September 26, 2023 |
| 5. | Projected Contract Commencement: | September 27, 2023 |

6. Pre-Construction Meeting: 2:00 p.m. (local time) on October 12, 2023
7. Projected Project Completion: November 17, 2023

The Township will not be responsible for Bids that are received after the 3:00 p.m. deadline on Friday, September 15, 2023.

Deadlines are negotiable as part of the final contract.

BID FORMAT

All bids shall be submitted in the following format. Failure to abide by this format may result in the disqualification of the submission.

It is requested that all bids be submitted in the following format to expedite the review and selection process.

1. Cover Letter – A cover letter signed by an individual who is authorized to submit the response to the Request for Bids.
2. Experience with Public Sector – A listing of three comparable projects with a description of services rendered (including any subcontracting).
3. Timeline – The estimated timeline for completion. The dates referenced in the project timeline are an estimate and goal as set by the Township.
4. List of Key Staff – A complete list of key personnel who will be involved with this project, including their experience and qualifications. In addition, any key sub-contractors and their staff should also be identified.
5. Conflicts of Interest – Responses must disclose any conflicts of interest to their accepting an award of the contract with Colerain Township. If a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the proposer.
6. Project Implementation – Please provide a description of how the project will be completed including the information found in the Project Specifications and items found in Attachment A.
7. Cost Bid/Fee Structure – Total project cost with a line-item cost breakdown of all projected itemizations must be included. Each bidder is responsible for inspecting the site, and for reading and being thoroughly familiar with the project. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to this Bid.
8. Section N – Bid Bond – Bidders must furnish a Bid Bond of 10% of the bid with the proposal (attached). The bidder to whom the Contract is awarded will be required to furnish a Corporate Surety Company Performance Bond in a sum equal to one hundred percent (100%) of the total bid price, conditioned according to law.

9. Section O - Non-Collusion Affidavit – Bidders must furnish an Affidavit of Non-Collusion with the bid (attached).
10. Section R - Personal Property Tax Affidavit – Bidders must furnish an Affidavit of Personal Property Tax with the bid (attached).
11. Section S – List of Subcontractors – Bidders must furnish a completed copy of the List of Subcontractors with the proposal (attached)
12. Section T – Bidder’s Questionnaire – Bidders must furnish a completed copy of the Bidder’s Questionnaire with the proposal (attached).
13. Attachment A – Bidders are furnished with a Bid Pricing Sheet that should include all items that will complete the project and include the one (1) year maintenance.
14. Other Information – A statement of any other pertinent information that should be known in order to effectively evaluate the Bid.

Terms and Conditions

Colerain Township reserves the right to reject any or all bids, to award contracts in whole or in part, or to waive any informalities or irregularities in the submitted Bids.

The response to this Request for Bids is entirely voluntary. The Request for Bid does not commit the Colerain Township to award a contract, to pay any costs incurred in the preparation of a Bid to this request, or to procure or contract for services or supplies.

Colerain Township may reject responses that do not meet the requirements of the Request for Bids in any respect. Bids which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Vendor, may be rejected. If, in the opinion of Colerain Township, information is intended to mislead Colerain Township, in its evaluation of the Bid and the attribute, condition, or capability, the Bid will be rejected.

Colerain Township reserves the right to expand or reduce the work subject to negotiating with the successful contract. Colerain Township reserves the right to choose a company from the Bids or to further interview companies after Bids are submitted.

Colerain Township reserves the right to ask for additional information after Bids are received.

This project is supported by state funding and is subject to Prevailing Wage requirements. The Township also requires that the successful contractor provide as built drawings at the conclusion of the project per the state funding requirements.

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION N
BID BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned, as Principal, and _____ as Surety, are hereby held and firmly bound unto Colerain Township, Hamilton County, Ohio as OWNER in the penal sum of \$ _____ for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

Signed this ____ day of _____, 20____. The Condition of the above obligation is such that whereas the Principal has submitted to the Owner a certain Bid, the attached hereto and hereby made a part hereof to enter into a Contract in writing for the _____.

NOW, THEREFORE,

a. If said Bid shall be rejected, or

b. If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereby (properly completed in accordance with said Bid) and shall furnish a Bond for the faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects, perform the agreement created by the acceptance of said Bid,

then this Obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as stated herein.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seal to be hereto affixed and these presents to be signed by their proper Officers, the day and year first set forth above.

IMPORTANT: Surety companies executing Bonds must have a Best's rating of at least A and be authorized to transact business in the State of Ohio.

Principal _____

By _____

Surety _____

By _____

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION O
NON-COLLUSION AFFIDAVIT

To: Colerain Township, Ohio
Hamilton County, Ohio

(Name of Individual)

(Company Representing)

BEING DULY SWORN, DOES DEPOSE AND THAT (HE, SHE, THEY) RESIDE AT

(Residence Address)

AND THAT

(Name of Company)

(Company Address)

IS THE ONLY ENTITY INTERESTED IN THE PROFITS OF THE PROPOSED CONTRACT FOR THIS PROJECT; THAT THE SAID CONTRACT IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS THEREOF WITH ANY PERSON MAKING ANY BID OR PROPOSAL FOR SAID WORK; THAT THE SAID CONTRACT IS ON THEIR PART, IN ALL RESPECTS, FAIR AND WITHOUT COLLUSION OR FRAUD; AND, ALSO, THAT NO MEMBER OF THE BOARD OF TRUSTEES, HEAD OF ANY DEPARTMENT OR BUREAU, OR EMPLOYEE THEREIN, OR ANY OFFICER OR EMPLOYEE OF COLERAIN TOWNSHIP, OHIO, IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN.

Signature

Printed Name/Title

Company

Sworn to and subscribed to in my presence on this _____ day of _____,
20_____ by the above referenced person on behalf of the contractor or supplier.

Notary Public

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION R
AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY
OF PERSONAL PROPERTY TAXES
AND POLITICAL CONTRIBUTIONS

To: Colerain Township, Ohio
Hamilton County, Ohio

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), being first duly sworn, as a condition to be considered for the reward of a contract by Colerain Township, Ohio for _____ hereby states that such entity is not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of Hamilton County in which Colerain Township as a tax district has territory and that such entity was not charged with delinquent personal property taxes on any such tax list.

The undersigned, an authorized representative of the below-referenced contractor or supplier/company/entity/individual (as applicable), also further certifies that such entity is in compliance with ORC Section 3517.13(I) or 3517.13(J), whichever is applicable, relative to political contributions to public officials of Colerain Township, Ohio.

In consideration of the award of the above contract, the above statements are incorporated in said contract as covenants of the undersigned contractor or supplier.

Signature

Printed Name/Title

Company

Sworn to and subscribed to in my presence on this _____ day of _____,
20____ by the above referenced person on behalf of the contractor or supplier.

Notary Public

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION S
LIST OF SUBCONTRACTORS

In compliance with the State of Ohio, Department of Transportation, Construction and Material Specifications, Section 108, the undersigned Bidder herewith sets forth the name, location and place of business and phone number of each Subcontractor who will perform work or labor, or render service to the General Contractor in or about the construction of the work or improvement in an amount in excess of one-half (1/2) of one percent (1%) of the *Contractor's total bid, or \$10,000, whichever is greater, and the portion and percentage of the work which will be done by each Subcontractor.

SUBCONTRACTOR	PORTION OF WORK (PERCENT)
LOCATION AND PLACE OF BUSINESS	PHONE ()

SUBCONTRACTOR	PORTION OF WORK (PERCENT)
LOCATION AND PLACE OF BUSINESS	PHONE ()

SUBCONTRACTOR	PORTION OF WORK (PERCENT)
LOCATION AND PLACE OF BUSINESS	PHONE ()

SUBCONTRACTOR	PORTION OF WORK (PERCENT)
LOCATION AND PLACE OF BUSINESS	PHONE ()

SUBCONTRACTOR	PORTION OF WORK (PERCENT)
LOCATION AND PLACE OF BUSINESS	PHONE ()

***CONTRACTOR MUST PERFORM 50% OR MORE OF THE WORK.**

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
SECTION T
BIDDER'S QUESTIONNAIRE

1. Submitted By _____ Telephone _____

Principal Office Address _____

2. Type of Firm:

Corporate _____ Other _____

Individual _____ Partnership _____

3a. If A Corporation, Please Answer These Questions :

Date of Incorporation _____ State of Incorporation _____

President's Name _____

Vice-President's Name _____

Secretary or Clerk's Name _____

Treasurer's Name _____

3b. If A Partnership, Please Answer These Questions:

Date of Organization _____ State Organized In _____

Name of All Partners Holding More Than A 10% Interest:

Designate Which Are General or Managing Partners:

BIDDER'S QUESTIONNAIRE

4. Contractor's Representative _____

Title _____

Alternate _____

Title _____

5. List Major Construction Projects Your Organization Has In Progress As Of This Date:

Owner	(A) _____	(B) _____	
-------	-----------	-----------	--

Project Location	_____	_____	
------------------	-------	-------	--

Type of Project	_____	_____	
-----------------	-------	-------	--

	_____	_____	
--	-------	-------	--

Contact Person	_____	_____	
----------------	-------	-------	--

Telephone No.	_____	_____	
---------------	-------	-------	--

Owner	(C) _____	(D) _____	
-------	-----------	-----------	--

Project Location	_____	_____	
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Type of Project	_____	_____	
-----------------	-------	-------	--

	_____	_____	
--	-------	-------	--

Contact Person	_____	_____	
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Telephone No.	_____	_____	
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6. List At Least Five Construction Projects Similar To The Project Defined In These Specifications, Which Your Organization Has Completed Within The Last Five Years:

Owner	(A) _____	(B) _____	
-------	-----------	-----------	--

Project Location	_____	_____	
------------------	-------	-------	--

Type of Project	_____	_____	
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BIDDER'S QUESTIONNAIRE

Contact Person _____

Telephone No. _____

Owner (C) _____ (D) _____

Project Location _____

Type of Project _____

Contact Person _____

Telephone No. _____

Owner (E) _____ (F) _____

Project Location _____

Type of Project _____

Contact Person _____

Telephone No. _____

Owner (G) _____ (H) _____

Project Location _____

Type of Project _____

Contact Person _____

Telephone No. _____

7. Have You Or Your Firm Or Any Principal In Your Firm Been Adjudged Bankrupt In Any Voluntary Or Involuntary Bankruptcy Proceeding Within The Last Ten Years?

BIDDER'S QUESTIONNAIRE

If So, When And Where? _____

8. Have You, Your Firm, Or Any Principal In Your Firm Been Sued By Any "Owner" Or Bonding Company Insuring Said "Owner" For Default On A Contract Within The last Ten Years?

If So, What Was The Disposition Of The Lawsuit?

If The Lawsuit Is Still Pending, What Is The Case Number? _____

And The Court Of Jurisdiction? _____

9. Have You, Your Firm, Or Any Principal In Your Firm Been Sued By Any Subcontractor Or Material Supplier For Default On A Contract Within The Last Ten Years?

If The Lawsuit Is Still Pending, What Is The Case Number? _____

10. Has Any Bonding Company Refused To Bond You, Your Firm, Or Any Principal In Your Firm For A Contract Within The Last Ten Years? _____

If So, What Were The Circumstances? _____

11. Has A Bonding Company Been Required To Pay On A Bond Issued To You, Your Firm, Or Any Principal In Your Firm For A Contract Within The Last Ten Years?

If So, What Were The Circumstances? _____

BIDDER'S QUESTIONNAIRE

12. Have You, Your Firm, Or Any Principal In Your Firm Had To Submit To Binding Arbitration To Resolve A Dispute Arising From A Contract Within The Last Ten Years?

If So, What Were The Circumstances? _____

13. Within The Last Ten Years Have You, Your Firm, Or Any Principal In Your Firm Been Penalized With Liquidated Damages For Failure To Complete The Terms Of A Contract Within The Specified Time? _____

If So, What Were The Circumstances? _____

14. Have You, Your Firm, Or Any Principal In Your Firm Been Penalized For Failure To Pay Prevailing Wages To Any Persons Performing Work Under A Contract, Including Subcontractors That Worked On Your Project Within The Last Ten Years?

If So, What Were The Circumstances? _____

15. Do you, Your Firm, or Any Principal In Your Firm currently have any conflicts of interest in the accepting of an award or of contract with Colerain Township. If a conflict of interest exists, the manner in which said conflict of interest would be rectified, if said contract is awarded to the proposer, this must be disclosed in this section.

Disclosure: _____

Provide Information Regarding Your Insurance Agent (s) Who Will Be Providing Insurance Certificates For This Project: _____

Name Of Agent (A) _____ (B) _____

Name of Firm _____ _____

Address _____ _____

BIDDER'S QUESTIONNAIRE

Address (cont.) _____

Telephone No. _____

Insurance Type _____

Provide Your Banking References:

Name Of Bank (A) _____ (B) _____

Contact Person _____

Address _____

Telephone No. _____

Signature of Bidder

Company Name

COLERAIN TOWNSHIP, HAMILTON COUNTY, OHIO
ATTACHMENT A
2023 STREET TREE PROGRAM – BID PRICING SHEET

Tree species*	Quantity	Price per tree
<i>Pistacia chinensis</i> (Chinese pistache)	12	
<i>Amelanchier X grandiflora</i> 'Autumn brilliance' (serviceberry)	15	
<i>Cotinus obovatus</i> (tree-form smoketree)	15	
<i>Cercis canadensis</i> (non-weeping redbud)	20	
<i>Chionanthus virginicus</i> (single stem fringe tree)	15	
<i>Syringia reticulata</i> (Japanese tree lilac)	13	
<i>Cladrastis kentuckea</i> (Yellowwood)	15	
<i>Gleditsia triacanthos inermis</i> 'Shademaster, Skyline, or Streetkeeper' (honeylocust)	8	
<i>Gymnocladus dioica</i> 'Espresso or Prairie Titan' (Kentucky coffeetree)	18	
<i>Liriodendron tulipifera</i> 'Emerald City' or standard (tuliptree)	18	
<i>Maclura pomifera</i> 'White Shield' (osage orange)	14	
<i>Platanus x acerifolia</i> 'Exclamation' (London Plane Tree)	15	
<i>Quercus bicolor</i> (swamp white oak)	8	
<i>Tilia americana</i> 'Redmond' (American linden)	18	

Sub-Total Cost** _____

Sub-Total for Labor and Materials \$ _____

Sub-Total for 1 year of Watering and Maintenance \$ _____

(This is an optional task the Township may elect to include as part of the planting project)

TOTAL BID PRICE/GUARANTEED MAXIMUM PRICE: \$ _____

PUBLIC SERVICES

Department: Public Services

Department Director: Tiphannie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping

Motion to Approve Change Order - Tri-State Construction - US-27 Colerain Ave Bus Stop Project - \$25,465
Recommend ADOPTION of the Motion.

Rationale:

Construction of the US-27 Colerain Avenue Bus Stop project, approved at the January 10th Board of Trustees meeting, has been ongoing throughout the year. Early on, issues were identified and addressed by the engineers that involved the existing storm line. This Change Order will cover the expense of the additional saddle installation that was required in the field in the amount of \$25,465.00.



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Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 002	OWNER: ☒
Colerain Avenue Bus Stop Pull-Offs at Northgate	DATE: August 17, 2023	ARCHITECT: ☒
Colerain Avenue		CONTRACTOR: ☒
Colerain Township		FIELD: ☐
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 6947.04	OTHER: ☐
Tri-State Concrete Construction Inc.	CONTRACT DATE: January 11, 2023	
9200 Montgomery Road, Ste 15A	CONTRACT FOR: General Construction	
Cincinnati, Ohio 45242		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

1. As a result of on site field conditions and the actual height of the modular retaining wall, there was an increase in the actual quantities for concrete footings and the retaining wall item as indicated on the attached letter. Reference Tri-State Concrete Construction, Inc. Change Order request, dated 08/17/23 and associated attachments.

Amount: \$25,465.00

Total this Change Order: \$25,465

The original Contract Sum was	\$	250,194.93
The net change by previously authorized Change Orders	\$	23,200.00
The Contract Sum prior to this Change Order was	\$	273,394.93
The Contract Sum will be increased by this Change Order in the amount of	\$	25,465.00
The new Contract Sum including this Change Order will be	\$	298,859.93

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is August 1, 2023

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

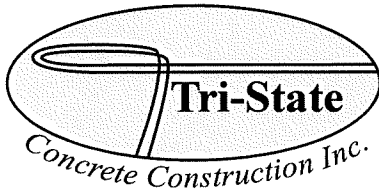
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

KZF Design, Inc.	Tri-State Concrete Construction, Inc.	Colerain Township
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
700 Broadway St., Cincinnati, OH 45202	9200 Montgomery Road, Ste 15A	4160 Springdale Road
	Cincinnati, Ohio 45242	Colerain, Township
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Steven A. DeSalvo	Ken Schibi	Jeff Weckbach
(Typed name)	(Typed name)	(Typed name)
August 17, 2023		
DATE	DATE	DATE

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User Notes:

(3B9ADA48)



9200 Montgomery Road
Bldg "D" Suite 15A
Cincinnati, OH 45242
Telephone: (513) 984-3909
Fax: (513) 984-3914

Attn: Mr. Steve DeSalvo
KZF Designs
700 Broadway St
Cincinnati, Ohio 45202

Date: August 17th, 2023

Re: Colerain US-27 Bus Stops

Steve;

In reference to our estimate number 3 and estimate number 4, you have requested a breakdown for the extra quantities invoiced.

Estimate No. 3 increased the quantity in change order No. 001 Item 10 "Excavation & Install Concrete Footing / Saddle" from 8 CY to 15.5 CY. This increase was due to the existing storm sewer location and invert vs plan location and inverts. Because of these changes the excavation and Concrete placement increased to 15.5 CY. Total increase: $(15.5 \text{ CY} - 8 \text{ CY}) = 7.5 \text{ CY} @ \$1,850.00 = \$13,875.00$ increase.

Estimate No. 4 increased the quantity of Item 35 "870E10000 Prefabricated Modular Retaining Wall". The original bid quantity for this item was 65 SF. The revised drawing "Bulletin No. 1 increased the overall wall size to 116.86 SF (calculations as follows)

18 ft long x 2.70 ft height	48.60 SF
10 ft long x 3.37 ft height	33.70 SF
12.8 ft long x 2.70 ft height	<u>34.56 SF</u>
TOTAL WALL:	116.86 SF

Based on the modular dimensions of the "Prefabricated Wall Sections" 8" height wall block and 4" height wall cap, the overall height of the wall changed from 2.70 ft height to 3.0 ft height. This change equated to 126 SF total wall quantity. Increase $(126 \text{ SF} - 65 \text{ SF}) 61 \text{ SF} \times \$190.00 / \text{SF} = \$11,590.00$

Please submit for change order to cover the actual quantities required. If you have additional questions, please don't hesitate to call.

Sincerely:

Kenneth R. Schibi
Secretary / Treasurer

Tri-State Concrete Construction, Inc. is an Equal Opportunity Employer.

PUBLIC SERVICES

Department: Public Services
Department Director: Tiphonie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets

Motion to Authorize Township Administrator to Execute Agreement with Strawser Construction for 2023 Cape Sealing for \$341,464.56

Recommend ADOPTION of the Motion.

Rationale:

Several streets within the Township are proposed to be capesealed in 2023, subsequently prolonging their lifespan. In total, 49,061 square yards of roadway, including cul-de-sacs and doglegs, are to be cape sealed at an estimated cost of \$341,464.56. These streets are:

- Locust View Lane
- Marino Drive
- Deshler Drive
- Crusader Drive
- Storm Drive
- Bluelark Drive
- Neptune Drive
- Sunlight Drive

Strawser Construction is part of the ODOT Cooperative Purchasing Program under ODOT Contract 101G. This process guarantees the same pricing the State of Ohio receives for the same service/product which eliminates the need for undertaking a long and formal bidding process for the Township.



A COLAS COMPANY

1392 DUBLIN ROAD – COLUMBUS, OH 43215 – PHONE (614) 276-5501 – FAX (614) 276-0570
www.strawserconstruction.com

PROPOSAL

4/26/2023

Todd Bandy
Colerain Twp
4200 Springdale Rd
Colerain Twp, OH 4521
(513)382-6275
tbandy@colerain.org

2023 Cape Seal

Dear Todd Bandy,

Strawser Construction Inc. is pleased to present the following proposal for your review.
All measurements were obtained digitally. Invoice will be billed per field measurement of work in place.
We will furnish all labor, equipment and materials to complete the following scope of work:

Cape Seal

Clean pavement to be free of debris and vegetation.
Install Chip Seal using #9's and CRS2-P emulsion. Roll with rubber tire rollers and sweep loose stone.
Install Micro Surfacing @ 20lb/sy. This item is contracted via ODOT 101G

Type of Work 1	Quantity	Unit of Measure	Unit Price	Extension
Cape Seal	49,061.00	SY	\$6.96	\$341,464.56

Total \$341,464.56



A COLAS COMPANY

1392 DUBLIN ROAD – COLUMBUS, OH 43215 – PHONE (614) 276-5501 – FAX (614) 276-0570
www.strawserconstruction.com

PROPOSAL (continued)

Conditions:

- * Pricing valid for 30 days after the date listed on page 1. If signed proposal has not been accepted and returned within 30 days, Strawser Construction Inc. has the right to adjust pricing due to the current volatile asphalt index.
- * Proposed quantities are based on site conditions on: 3/15/2023
- * This proposal includes only the scope of work listed on page 1. Any alteration or deviation from this scope of work may result in additional costs and must be contracted for in writing and signed by an authorized representative of Strawser Construction Inc.
- * Prices are based on 1 mobilization. Work to be completed in 2023.
- * Unit Price items will be billed per installed quantities.
- * Prices include sales tax if project is not tax exempt.

Notes:

- * Existing pavement is expected to support the weight of normal construction loads.
- * Strawser Construction Inc. is not responsible for damage to finished surface by others including humans, animals or vehicles tracking fresh material.
- * Upon the awarding of the proposal, please supply Strawser Construction Inc. with an Ohio Department of Taxation Construction Contract Exemption Certificate, if applicable.
- * Pavement to be clean of all debris before our arrival.

Please call with any questions.

Thank you,

Kyle Stricker
Strawser Construction Inc.
(513)520-0909
kstricker@terryasphalt.com

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

\$341,464.56

Payment terms: Net 30 Days

This offer is subject to credit approval from our credit department and will not be binding until mutual agreement on payment terms and conditions.

This account is subjected to a finance charge computed at an annual percentage rate of 18 % on the total past due balance.

Strawser Construction Inc. Authorized Signatures:

____ Date: _____

Timothy W. Amling, Senior Estimator

____ Date: _____

Douglas C. Perry, Senior Estimator

Note: This proposal may be withdrawn by us if not accepted within 30 days.

In the event of purchaser's failure to pay the amount or amounts due, at the times agreed, purchaser hereby authorizes and empowers any attorney of any Court of Record in this State or elsewhere to appear for and enter judgment, with or without declaration against the purchaser, together with all attorney's fees, with release of errors, waiver of right to appeal, waiver of benefit of any appraisalment, stay and exemption laws of this State.

This Contract and all TERMS AND CONDITONS, rights and remedies herein contained shall bind the parties hereto.

Acceptance of Proposal — The above prices, specifications and

conditions are satisfactory and are hereby accepted. You are authorized to do
the work as specified. Funds are available and payment will be made as outlined above.

Please Print Name: _____

Title: _____

Date of Acceptance: _____

Authorized Signature: _____

1. Any taxes that are or may be levied by the United States Government or any State or political subdivision thereof, on the material quoted herein, or on the sale or purchase thereof, or on incidental transportation charges, when same are paid or required to be paid or collected by the Seller shall be added to the prices named, unless otherwise stated.

2. The Seller assumes no responsibility for work performed by others outside of the scope of this contract, and denies all liability for items not included in the contract, nor is Seller responsible for any design deficiencies unless such are provided by Seller.

3. If Buyer shall fail to comply with any provision or fail to make payments in accordance with the terms of this contract or of any other contract between Buyer and Seller, Seller may at its option defer further work or, without waiving any other rights it may have, terminate this contract. This contract and the work there under shall be subject to the approval of Seller's Credit Department.

4. There are no understandings, terms, or conditions not fully expressed herein. There is no implied warranty or condition except an implied warranty of title to, and freedom from encumbrance of, the work provided hereunder, and in respect of products bought, by description that they are of merchantable quality. Seller's liability hereunder shall be limited to the obligation to replace material proven to have been defective in quality or workmanship at the time of delivery or allow credit therefore at its option. In no event shall Seller be liable for consequential damages.

5. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

6. Any disputes under this agreement shall be decided under arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, unless the parties mutually agree otherwise. Each party to bear its own costs.

Sales and Use Tax

Construction Contract Exemption Certificate

Identification of Contract:

Contractee's (owner's) name _____

Exact location of job/project _____

Name of job/project as it appears
on contract documentation _____

The undersigned hereby certifies that the tangible personal property purchased under this exemption certificate was purchased for incorporation into:

☐ A building used exclusively for charitable purposes by a nonprofit organization operated exclusively for charitable purposes as define in Ohio Revised Code (R.C.) section 5739.02 (8)(12);	☐ Real Property that is owned, or will be accepted for ownership at the time of completion, by the United States government, its agencies, the state of Ohio or an Ohio political subdivision;
☐ Real property under a construction contract with the United States government, its agencies, the State of Ohio or an Ohio political subdivision;	☐ A computer data center entitled to exemption under R.C. 122.175;
☐ A horticulture structure of livestock structure for person engaged in business of horticulture or producing livestock;	☐ A building under a construction contract with an organization exempt from taxation under section 501(C)(3) of the Internal Revenue Code of 1986 when the building is to be used exclusively for the organization's exempt purposes;
☐ A house of public worship or religious education;	☐ A hospital facility entitled to exemption under R.C. section 140.08;
☐ The original construction of a sports facility under R.C. section 307.696;	☐ Building and construction materials and services sold for incorporation into real property comprising a convention center that qualifies for property tax exemption under R.C. 5709.084 (until one calendar year after the construction is completed).
☐ Real property outside this state if such materials and services, when sold to a construction contractor in the state in which the real property is located for incorporation into real property in that state, would be exempt from a tax on sales levied by that state;	

The original of this certificate must be signed by the owner/contractee and/or government official and must be retained by the prime contractor. Copies must be maintained by the owner/contractee and all subcontractors. When copies are issued to suppliers when purchasing materials, each copy must be signed by the contractor or subcontractor making the purchase.

Prime Contractor

Name Strawser Construction Inc.

Signed by _____

Title _____

Street address 1392 Dublin RoadCity, state, ZIP Columbus, OH 43215

Date _____

Owner/Contractee

Name _____

Signed by _____

Title _____

Street address _____

City, state, ZIP _____

Date _____

Subcontractor

Name _____

Signed by _____

Title _____

Street address _____

City, state, ZIP _____

Date _____

Political Subdivision

Name _____

Signed by _____

Title _____

Street address _____

City, state, ZIP _____

Date _____

Road Name	Limits		Square Yards
	Start	End	
Locust View Ln	Banjo	Banning	3230.0
Marino Dr	Springdale	CDS	11027.0
Deshler Dr	Niagara	CDS	8408.0
Crusader Dr	N Marino	S Marino	6103.0
Storm Dr	Pottinger	Season	5804.0
Bluelark Dr	Sunlight	CDS	5653.0
Neptune	Pippen Rd	Twp Line	3465.0
Sunlight	CDS	CDS	3726.0
CDS's and Dog legs			1645.0

Total Square Yards 49061

DEVELOPMENT

Department: Administration
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

Motion to Set Public Hearing - Consent Decree for 8300 Colerain Avenue - Phantom Fireworks - for September 12, 2023 at 7PM

Recommend ADOPTION of the Motion.

Rationale:

The owners of 8300 Colerain Avenue filed suit against the Township for zoning issues under Hamilton County case No. A-2301874. The Township has worked with the Property Owner and future business owner, Phantom Fireworks, to draft a Consent Agreement for consideration by the Board of Trustees. Prior to adopting a consent decree, the Trustees are required to hold a public hearing which is recommended for September 12, 2023 at 7PM.

DEVELOPMENT

Department: Administration
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

Motion to Authorize Township Administrator to Enter into Agreement with Port of Greater Cincinnati Development Authority for Property Acquisitions

Staff seeks direction from the Trustees on this item.

Rationale:

At the CIC meeting on August 8th, the CIC facilitated a discussion around strategic acquisitions. In that agenda item, staff offered to place a future agenda item for consideration at a Trustee meeting for conversation regarding any potential desire to activate resources for economic development. Since that time, the Port Authority has offered to be a strategic partner with Colerain in any endeavors. This action would allow the Township to draft an agreement with the Port for acquisition.

DEVELOPMENT

Department: Administration
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

Discussion and Potential Action - Facade Improvement Program

Staff seeks direction from the Trustees.

Rationale:

The Township established a facade improvement program this year that was intended to help revitalize local businesses by providing a dollar for dollar matching grant up to \$6,000 for exterior building improvements. Unfortunately, all of the applicants for the program were in areas of the Township that were not eligible under CDBG requirements. As a follow up to the program, it would be beneficial to have the Trustees engage in another conversation regarding this program and ways it can be improved or modified to achieve the established intent.

DEVELOPMENT

Department: Administration
Department Director: David Miller, Director of Development

Strategic Plan Goal: Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

Resolution Approving or Denying Zoning Commission Case ZA2023-10, Text Amendment to Article 5 of the Zoning Resolution re: Violations and Penalties

Rationale:

Staff is seeking direction from the Board on the text amendment.

ADMINISTRATION

Department: Administration

Department Board of Trustees

Director:

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services
Strategic Goal #2: Improve the Look of the Township with a Focus on Beautification, Litter, & Dumping
Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes
Strategic Goal #4: Continuously Improve the Operations of the Township
Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets
Strategic Goal #6: Increase Focus on Economic Development and Township Prosperity

Compensation Review of the Township Administrator

Staff seeks direction from the Board of Trustees.

Rationale:

At the January 10, 2023 Board of Trustees meeting, the Board provided an evaluation of Administrator Weckbach. In their discussion, the Board indicated a desire to revisit Mr. Weckbach's compensation near his anniversary date of September 5, 2023. Mr. Weckbach's anniversary will occur between this meeting and the next Board of Trustees meeting.

ADMINISTRATION

Department: Administration
Department Director: Tiphannie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Resolution to Amend Roster and Job Descriptions

Recommend ADOPTION of the Resolution.

Rationale:

Staff has completed the process of reviewing all job descriptions within the organization to make improvements, corrections and updates as it pertains to the duties and assignments of the employees. The attached job descriptions and roster are amended to reflect current practices and operations of the Township.

2023 Updated Job Descriptions

100 - Township Administrator.doc
101 - Assistant Township Administrator – Fin/Dev.doc
102 - Assistant Township Administrator – Ops/Eng.doc
103 - IT Director.doc
104 - Finance Specialist.doc
105 - Accounting Specialist.doc
106 - Human Resources Specialist.doc
107 - Office Manager.doc

108 - Fire Chief.doc
109 - Assistant Fire Chief - Operations.doc
110 - Assistant Fire Chief - Administration.docx
111 - Executive Assistant - Fire.doc
112 - Division Chief (PT).doc
113 - Reservist (PT).doc
114 - Fire Safety Inspector (PT).doc
115 - Reservist - Public Educator (PT).doc
116 - Fire Hydrant Maintenance Worker (PT).doc
117 - Vehicle Fleet Manager.doc
118 - Fleet Mechanic Technician (PT).doc
119 - Co-Op Fleet Mechanic Technician.doc
120 - EMS Coordinator.doc
121 - Medical Director.doc
122 - Battalion Chief.doc
123 - Captain - Emergency Medical Services.doc
124 - Captain - Community Risk Reduction.doc
125 - Captain - Fire Training & Education.doc
126 - Captain.doc
127 - Lieutenant.doc
128 - Fire Safety Inspector.doc
129 - Firefighter Paramedic.doc
130 - Firefighter EMT (PT).doc
130 - Paramedic (PT).doc
131 - Community Paramedic.doc
132 - Fleet Mechanic I.doc
133 - Fleet Mechanic II.doc

136 - Chief of Police.doc
137 - Lieutenant.doc
138 - Sergeant.doc
139 - Police Officer.doc
140 - Police Cadet (PT).doc
141 - Administrative Assistant - Police.doc
142 - Civilian Supervisor.doc
143 - Police Clerk.doc
144 - Police Clerk (PT).doc
145 - School Safety Officer (PT).doc
146 - Code Enforcement Specialist.doc
147 - Code Enforcement Specialist (PT).doc
148 - Environmental Crimes Specialist (PT).doc
149 - Public Information Officer.doc

156 - Assistant Director of Public Services.doc
157 - Event Coordinator.doc
158 - Facility Manager.doc
159 - Supervisor Foreman.doc
160 - Maintenance Worker 2.doc
161 - Bus Driver.doc
162 - Event Setup Worker (PT).doc
163 - Seasonal Maintenance Worker (PT).doc
164 - Summer Camp Director (PT).doc
165 - Summer Camp Assistant Director (PT).doc
166 - Summer Camp Counselor (PT).doc
167 - Facility Maintenance Worker (PT).doc
168 - Litter Laborer (PT).doc
999 - Other - PS - Laborer.doc

170 - Communications Specialist.doc
171 - Management Analyst.doc
172 - Management Analyst Intern.doc

180 - Director of Development.doc
181 - Zoning Administrator.doc
182 - Planner/Development Officer.doc



POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	Salary Range: \$145,000-\$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #100

PURPOSE:

The Township Administrator is the Chief Administrative 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 Township Administrator is responsible for creating an organizational culture that is emblematic of the Township’s core values of hard work, pride, connectedness, customer service, integrity and innovation.

SCOPE:

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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- 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



POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	Salary Range: \$145,000-\$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #100

principles and best practices in all facets of Township Government.

- Guides the economic development efforts of the Township.
- Serves as a liaison to businesses in the community.
- Recruits and retains businesses into the community.
- Develops a collaborative vision for the community, manifested in the strategic plan.
- Negotiates collective bargaining agreements.
- May serve as the primary spokesperson in the event of an emergency/disaster.
- Assists with responses to public records requests.
- Creates connections with internal staff and external groups, organizations and residents.
- Fosters an environment of innovation, encouraging staff and residents to embrace next practices.
- Demonstrates superior customer service to staff, community stakeholders, public officials and vendors.
- Establishes an ethos of hard work, ensuring that necessary tasks and operations are delivered efficiently, effectively, economically and equitably.
- Demonstrates pride toward the community.
- Leads with integrity.

**CRITICAL SKILLS /
EXPERTISE:**

- Ability to act as administrative head and supervisor of department heads.
- 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.
- Certification and knowledge in the National Incident Management System (NIMS).



POSITION TITLE Township Administrator	STATUS Full Time – Exempt
REPORTS TO Board of Trustees	Salary Range: \$145,000-\$180,000
SUPERVISES Asst. Admin, Fire Chief, Police Chief, Communications Spec.	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #100

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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.
- 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

Updated August 22, 2023



POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$110,000-\$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #101

PURPOSE:

The responsibilities of the Assistant Township Administrator of Finance and Development consist of highly specialized administrative and managerial oversight of finance operations, development operations (such as the attraction, retention, and expansion of business and housing), 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 duties. Under direction of the Township Administrator, this position will manage the Township's financial activities, including payroll, accounts receivable, accounts payable, budget/forecast, risk/insurance, benefits administration and information technology. This position also requires a thorough knowledge of development incentives, and the ability to work independently to drive business and housing growth that meets the policy goals of the Board of Trustees.

ESSENTIAL 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' concerns.
- 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.
- 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.
- 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.
- Assists in the development of the Township's strategic plan.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- 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.



POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$110,000-\$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #101

- 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-range trends and projects the Township's financial needs for operations and capital improvements against projected revenues.
- Maintains close relations with bankers, brokers, and other professionals within the financial and business communities to maximize the quality and available investment opportunities.
- Ensures the integrity of the financial functions of the Township.
- Reconciles daily/monthly cash flow statements and reconciles monthly bank statements.
- Assist Fiscal Officer in managing all facets of the township accounting and 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 Division.
- 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 Comprehensive Financial Report according to General Accepted Accounting Principles.
- 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.



POSITION TITLE	STATUS
Assistant Township Administrator – Finance/Development	Full Time – Exempt
REPORTS TO	Salary Range:
Township Administrator	\$110,000-\$140,000
SUPERVISES	Minimum Education:
Dev. Dir., Finance Spec., Accounting Spec., IT Director	BA/BS, MA/MS preferred
NUMBER OF POSITIONS:	JOB ID:
1	#101

- 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.
 - 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.
 - Special projects as assigned.
- Maintains compliance with all Township issued debt.

**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.



POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$110,000-\$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #101

- 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.
- 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.
- 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.
- 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.



POSITION TITLE Assistant Township Administrator – Finance/Development	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$110,000-\$140,000
SUPERVISES Dev. Dir., Finance Spec., Accounting Spec., IT Director	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #101

- Certification and knowledge in the National Incident Management System (NIMS).

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE	STATUS
Assistant Township Administrator – Operations/Engagement	Full Time – Exempt
REPORTS TO	Salary Range:
Township Administrator	\$110,000-\$140,000
SUPERVISES	Minimum Education:
Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	BA/BS, MA/MS preferred
NUMBER OF POSITIONS:	JOB ID:
1	#102

PURPOSE:

The responsibilities of the Assistant Township Administrator of Operations and Engagement 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 technology issues, safety regulations, human resources, and public management concepts.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- 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.
- 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.
- Assists with 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.
- Works with the Fiscal Officer to ensure that records requests are filled in a timely manner.
- May act as a liaison between civic groups and township administration.
- May assist in the preparation and processing of grant applications.
- 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 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.



POSITION TITLE	STATUS
Assistant Township Administrator – Operations/Engagement	Full Time – Exempt
REPORTS TO	Salary Range:
Township Administrator	\$110,000-\$140,000
SUPERVISES	Minimum Education:
Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	BA/BS, MA/MS preferred
NUMBER OF POSITIONS:	JOB ID:
1	#102

- Responsible for evaluating and developing various data dashboards and analytics for internal and external use.
- Oversees the implementation of various IT projects, including the Township website.
- Responsible for the successful implementation of several large-scale community events and projects throughout the year.
- Oversees capital projects on behalf of Colerain Township including, but not limited to, sidewalk construction.
- Responsible for the development of the Township’s capital improvement budget.
- Works collaboratively with the Township administrator to develop engagement initiatives and to drive citizen participation.
- Assists the Administrator with the development of and presentation of recommendations for the Board of Trustees.
- Special projects 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 financial management.
- Ability to develop and maintain working relationships with associates, superiors and the 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.



POSITION TITLE	STATUS
Assistant Township Administrator – Operations/Engagement	Full Time – Exempt
REPORTS TO	Salary Range:
Township Administrator	\$110,000-\$140,000
SUPERVISES	Minimum Education:
Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	BA/BS, MA/MS preferred
NUMBER OF POSITIONS:	JOB ID:
1	#102

- 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 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.
- Ability to conduct themselves 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.
- 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.
- 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.
- Certification and knowledge in the National Incident Management System (NIMS).

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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



POSITION TITLE Assistant Township Administrator – Operations/Engagement	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$110,000-\$140,000
SUPERVISES Asst Dir of PS, Mgmt. Analyst, Office Manager, & HR Spec.	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #102

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

Updated August 22, 2023



POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	Salary Range: \$80,000-\$105,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #103

PURPOSE: To lead, implement, maintain, and protect the information technology infrastructure of Colerain Township.

SCOPE: 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. It also requires ‘soft’ skills as much of this position also involves face-to-face and remote end-user training, support, and troubleshooting. This position requires continuing education on advances in technology and security.

ESSENTIAL 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 hardware and software purchases for each department.
- Coordinates shared software applications between all departments.
- Responsible for installation and integration of all software in township networking environment.
- Maintains working knowledge of the operations and processing of all software applications.
- 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 equipment. Expected to identify and report policy violations to senior leadership.
- Aids Finance Director and department heads in preparing budgets for IT expenses.
- Helps direct and maintain the Township website and internet functions and communications.



POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	Salary Range: \$80,000-\$105,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #103

- 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 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 10/11, O365 Office Suites, Microsoft Exchange Server/O365 Exchange and Azure and how to configure through the O365 Administration Portal.
- 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 FortiGate Firewalls, including configuring access lists, Nat rules and site-to-site tunnels.
- 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 hosted VOIP and Basic VOIP Administration.
- Knowledge of Networking including working with Layer 2 and Layer 3 switches and understanding how to troubleshoot issues regarding 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 to set up 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.



POSITION TITLE IT Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Finance/Development	Salary Range: \$80,000-\$105,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #103

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- High school diploma or GED required.
- Graduation from an accredited college or university with a baccalaureate degree in information systems, computer science or another related field, preferred.
- Four (4) years of technical experience in a Microsoft Networking /Exchange environment as well as FortiNet, HP/ARUBA hardware networking.
- Six (6) years of equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be effective in this position.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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. Must be available around-the-clock to correct any system failure or other detrimental network/computer related problems. A hybrid schedule of onsite and remote work is acceptable.

**EMPLOYEE
ACKNOWLEDGEMENT:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Finance Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #104

PURPOSE:

The Finance Specialist will manage all facets of the Township financial processes consistent with Township policy, collective bargaining agreements, and the Ohio Revised Code.

SCOPE:

The Finance Specialist will manage a combination of the accounts receivable, accounts payable and/or payroll functions.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Prepare, process and manage, township financial records consistent with township policy, collective bargaining agreements and the Ohio Revised Code.
- Process approximately 250 payments per month via check and ACH, track multi-departmental expenses, such as utilities, to enable accurate allocations and budgeting.
- Ensure all payroll transactions and associated reports and filings are accurate & timely.
- Prepares and balances deposits; entering deposits by accounts; examines receipts for accuracy and completeness; deposits monies into the bank.
- Manage the lighting district program by assisting with new requests and preparing annual assessments to Hamilton County Auditor's office.
- Prepares periodic financial, statistical or operational reports as assigned.
- 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.
- Ability to structure, prioritize, and manage multiple projects.
- Must have a keen sense of attention to detail and commitment to accuracy.
- Ability to establish and maintain harmonious working relationships with colleagues.
- Thorough knowledge of financial best practices, and standard office and accounting systems and software.
- 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.
- An agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.



POSITION TITLE Finance Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #104

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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.
- Highly proficient with Microsoft Office applications, with advanced Excel skills. Proficient with financial management systems on a fund accounting platform is preferred.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE Accounting Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #105

PURPOSE:

The Accounting Specialist will plan, organize, process and manage the accounts receivable function, lead or assist with the monthly bank reconciliation, manage the assessments and payments for the Township’s lighting districts, and plan and implement initiatives to achieve the Township’s strategic goals.

SCOPE:

The Accounting Specialist will play an integral role in the success of the Finance Department and will plan, organize, coordinate, and direct activities related to the accounting functions of the Township.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Plan, organize, process and manage the accounts receivable or accounts payable function, consistent with township policy, collective bargaining agreements, and the Ohio Revised Code.
- Lead or assist with the monthly bank reconciliation.
- Manage the assessments and payments for the Township’s lighting districts.
- Plan and implement initiatives to achieve the Township’s strategic goals.
- Prepares periodic financial or operational reports.
- Identify opportunities to improve organizational performance.
- Identify opportunities to secure outside funding, grant writing, monitoring, and compliance.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Highly proficient with Microsoft Office applications, especially Excel. Proficient with financial management systems on a fund accounting platform is preferred.
- Must have a keen sense of attention to detail and commitment to accuracy.
- Ability to structure, prioritize, and manage multiple projects.
- Strong communication skills, both written and oral.
- Commitment to customer service.
- Must be a self-starter, demonstrating strong initiative, and exhibiting a high energy level to quickly generate results.
- Ability to establish and maintain harmonious working relationships with employees.
- 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 an agile, adaptable and flexible individual who is able to quickly and effectively change direction in an environment characterized by ambiguity and continual change.



POSITION TITLE Accounting Specialist	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #105

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE Human Resources Specialist	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #106

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.

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 Finance Specialist.

ESSENTIAL 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 Directors 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.



POSITION TITLE Human Resources Specialist	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #106

- Administrator for the Township's Human Resources Information System.
- 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 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
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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.



POSITION TITLE Human Resources Specialist	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: Bachelor’s Degree
NUMBER OF POSITIONS: 1	JOB ID: #106

**EMPLOYEE
ACKNOWLEDGEMENT:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Office Manager	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$40,500-\$61,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #107

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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Serves as the primary backup to the Management Analyst and fills in at the front desk in their absence.
- 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 Development Department with input of complaints into CSR system.
- Liaison with Code Enforcement and Environmental Crimes Unit to gain knowledge of any "problem" areas.
- Assist with permit intake for planning and zoning certificates.
- Process payments/revenue for Development Department.
- Assist HVAC, pest control, and other vendors by providing access as needed.
- Maintain and update inventory lists for all departments as needed. Prepare annual audit with departments to insure items are listed or removed, if necessary.
- Sort incoming mail and ensure lobby area is tidy.
- Schedule meetings and oversee Room 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 Classrooms; order coffee and supplies 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



POSITION TITLE Office Manager	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$40,500-\$61,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #107

established ethics of the profession.

- Oversee storage of public records and prepare annual destruction list.
- Liaison with Fiscal Officer to distribute items from Trustee meetings.
- Maintain Trustee Resolutions and Meeting Minutes Binders and ensure Resolutions are placed on the Township website.
- Prepare legal ads and process accordingly.
- Maintain Township phone list for administrative staff in all departments.
- Order name plates, business cards, office supplies for new employees.
- Maintain Key Log and distribution of Administration office keys.
- Ensure signed contracts are complete and uploaded to Contracts Drive.
- Assist with making reservations for training.
- Manage Township paper supply and order accordingly.
- Manage Certificates of Liability received from vendors.
- Plan and coordinate office activities.

**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
REQUIREMENTS:**

- High school education plus at least two (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 State Driver's License.
- Prior experience working in a local government is preferred.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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 essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work



POSITION TITLE Office Manager	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$40,500-\$61,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #107

environment involves duties to be performed in an indoor office setting.

**EMPLOYEE
ACKNOWLEDGEMENT:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #108

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.

ESSENTIAL 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.



POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #108

- 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.
- 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.
- Serves as Incident Commander within ICS for Fire Operations.
- Ensures successful completion of the Fire and EMS portion of the Strategic Plan.

**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.



POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #108

- 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 organizations, other public agencies and the general public.
- 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, database 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
REQUIREMENTS:**

- 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.
- A minimum of five (5) years of command level experience
- Valid State Driver’s License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor’s Certification
- Blue Card© Incident Command Certification



POSITION TITLE Fire Chief	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Assistant Fire Chiefs, Executive Assistant and Fleet Manager	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #108

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 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 position's functions.

EMPLOYEE ACKNOWLEDGEMENT:

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$100,000-\$120,000
SUPERVISES Full Time and Part Time Fire Personnel	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #109

PURPOSE:

The Assistant Fire Chief provides direction and management of the Operations Bureau while supporting the overall operation of the Fire Department for Colerain Township.

SCOPE:

The Assistant Fire Chief 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.

ESSENTIAL 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 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.



POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$100,000-\$120,000
SUPERVISES Full Time and Part Time Fire Personnel	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #109

- 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.
- 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.



POSITION TITLE Assistant Fire Chief of Operations	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$100,000-\$120,000
SUPERVISES Full Time and Part Time Fire Personnel	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #109

- As determined by specific circumstances, interactions will range from supervisor to subordinate, instructor to student, and information source to problem solver.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- 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:**

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SIGNATURE

PRINTED NAME

DATE

Updated August 22, 2023



POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$100,000-\$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #110

PURPOSE:

The Assistant Fire Chief provides direction and management of various administrative services while supporting the overall operation of the Fire Department for Colerain Township.

SCOPE:

The Assistant Fire Chief 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.

ESSENTIAL 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



POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$100,000-\$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #110

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.

**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.



POSITION TITLE Assistant Fire Chief of Administration	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$100,000-\$120,000
SUPERVISES Division Chief, Captains – EMS/Training/CRR	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #110

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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.
- A minimum of five (5) years of command level experience
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician-Paramedic Certification
- Valid State of Ohio Fire and/or EMS Instructor's Certification
- 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:**

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Updated August 22, 2023



POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #111

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.

ESSENTIAL 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.



POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #111

**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, 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.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- High School diploma or equivalent.
- Valid State Driver's License.
- Valid CPR card or the ability to obtain CPR certification within 90 days of hire.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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.

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



POSITION TITLE Executive Assistant - Fire	STATUS Full Time – Non-Exempt
REPORTS TO Fire Chief	Salary Range: \$45,000-\$67,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #111

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Updated August 22, 2023



POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	Salary Range: \$21.59/hour-\$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #112

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.
- 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.



POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	Salary Range: \$21.59/hour-\$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #112

- 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.



POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	Salary Range: \$21.59/hour-\$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #112

- 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 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.



POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	Salary Range: \$21.59/hour-\$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #112

- 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.

**MINIMUM EDUCATION
& EXPERIENCE:**

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.

**CRITICAL SKILLS /
EXPERTISE:**

- 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.



POSITION TITLE Division Chief	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief	Salary Range: \$21.59/hour-\$25.00/hour
SUPERVISES All Part Time Personnel (Operations)	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #112

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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.
- Blue Card© Incident Command Certification
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Emergency Medical Technician – Paramedic Certification

**PHYSICAL & MENTAL
REQUIREMENTS:**

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.

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SIGNATURE

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DATE

Updated August 22, 2023



POSITION TITLE Reservist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief of Operations	Salary Range: \$15.00/hour-\$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #113

PURPOSE:

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.

SCOPE:

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.

ESSENTIAL ROLES & RESPONSIBILITIES:

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.

CRITICAL SKILLS / EXPERTISE:

- 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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

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

PHYSICAL & MENTAL REQUIREMENTS:

- 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.



POSITION TITLE Reservist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Assistant Fire Chief of Operations	Salary Range: \$15.00/hour-\$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #113

- 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.

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.

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Fire Safety Inspector (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	Salary Range: \$15.00/hour-\$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #114

PURPOSE: The part- time Fire Safety Inspector will assist in community risk reduction activities.

SCOPE: The part- time Fire Safety Inspector will perform a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIAL 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 REQUIREMENTS:

- 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 State Driver’s License.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector’s Certification.

PHYSICAL & MENTAL REQUIREMENTS:

- 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.



POSITION TITLE Fire Safety Inspector (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	Salary Range: \$15.00/hour-\$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #114

- 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.

SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Reservist – Public Educator (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	Salary Range: \$16.99/hour-\$22.95/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 3	JOB ID: #115

PURPOSE:

The purpose of this position is to coordinate and oversee special programs/public events and manage all programs/events budgets.

SCOPE:

The Public Educator 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.

ESSENTIAL 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 entities, such as the media, Township Communications Specialist, business interests, community groups (schools, day cares etc.), and the general public.
- Researches, prepares, and disseminates material and coordinates interaction of members of the department, Township staff, business interest, community groups and the general public.
- Responsible for monthly statistics, data dashboard creation, and general record keeping.
- Provides oversight of all aspects of the Department's Citizens' Fire Academy.
- Assists with the Department's Cadet Program as needed by program coordinators.
- Coordinates and schedules public education and community events.
- Assists with the Community Risk Reduction Division's Fire Extinguisher Training Program.
- Assists with special programming designed to create new outreach opportunities to special groups.
- Manages all aspects of the Car Seat Installation Program.
- Assists with CPR Class administrative tasks.
- Any other duties as assigned by the Fire Chief.

CRITICAL SKILLS / EXPERTISE:

- Application of computer systems to utility business procedures.
- Research techniques, methods and procedures.
- Effective public speaking skills.
- Grant research, writing and management.
- Program development, management and evaluation.
- Budget preparation and management.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- High school diploma or GED required.
- Extensive experience in Fire and Emergency Medical Services.
- Current State of Ohio Paramedic or EMT-B Certification (preferred but not required).



POSITION TITLE Reservist – Public Educator (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	Salary Range: \$16.99/hour-\$22.95/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 3	JOB ID: #115

- State Issued Driver’s License
- Basic Life Support (BLS) and Instructor (*Instructor must be obtained upon an agreed time frame with the Department’s Community Risk Reduction Captain*).
- Certified Car Seat Installation Technician (*Must be obtained upon an agreed time frame with the Department’s Community Risk Reduction Captain*).
- Stop the Bleed Instructor (*Must be obtained upon an agreed time frame with the Department’s Community Risk Reduction Captain*).
- ICS-100, 200, 700, 800.

PHYSICAL & MENTAL REQUIREMENTS:

- As set forth by the department’s 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 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

Updated August 22, 2023



POSITION TITLE Fire Hydrant Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	Salary Range: \$11.00/hour-\$15.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #116

PURPOSE:

The Fire Hydrant Maintenance Worker is a part-time seasonal position that assists with the maintenance and inspection of fire hydrants throughout the Township.

SCOPE:

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

ESSENTIAL 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 &

- High school diploma or GED required.
- A background working with municipal water supply, fire hydrants, or fire



POSITION TITLE Fire Hydrant Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Captain – Community Risk Reduction	Salary Range: \$11.00/hour-\$15.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #116

**CERTIFICATION
REQUIREMENTS:**

- department is desirable.
- State Issued Driver’s License.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$71,000 - \$90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #117

PURPOSE:

The Vehicle Fleet Manager is a management-level position and is responsible for directing and monitoring all staff and maintenance activities in the Fleet Services Division.

SCOPE:

The Vehicle Fleet Manager is responsible for managing outside contractors in the purchase, inventory, maintenance, repair, and disposal of all vehicles and equipment assigned to the Fleet Services Division. This position is also responsible for planning, organizing, supervising, and reviewing the work of the Fleet Services 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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- The employee is responsible for maintaining records on all assigned vehicles including; license and registration with the state and assigning insurance coverage.
- Oversee the stations vehicle exhaust system.
- Responsible for the disposal of all the Township’s vehicles and equipment through the GovDeals program.
- Handle all insurance claims from accidents arising with vehicles and equipment assigned to the Fleet Services Division.
- Responsible for reviewing all vehicles and equipment for purchase and provide recommendations on final selection.
- 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) including; software updates, programming and troubleshooting, and participating in regular communications committee meetings at the Hamilton County Communications Center.
- Is responsible for GPS Preemption systems in vehicles and intersections.
- Is responsible for the Township’s Gasoline and Diesel fueling stations including; managing fueling station product level, repairs, troubleshooting, upgrades and reports.
- 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.



POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$71,000 - \$90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #117

- 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 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 including; teaching pump theory and extended vehicle mechanical check to the Firefighter Apparatus Operator (FAO) class.
- 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.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- High School diploma or equivalent.
- State Issued Driver's License with a CDL.
- Shall be at least 18 years of age.
- Certified ASE Master Med/Heavy Truck Certifications.

**PHYSICAL & MENTAL
REQUIREMENTS:**

As set forth by the departments General Operating Guidelines.

WORK ENVIRONMENT:

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



POSITION TITLE Vehicle Fleet Manager	STATUS Full Time – Exempt
REPORTS TO Fire Chief	Salary Range: \$71,000 - \$90,000
SUPERVISES Fleet Mechanic Technicians, Co-Op and Part Time Fleet Tech	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #117

**EMPLOYEE
ACKNOWLEDGEMENT:**

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	Salary Range: \$15.00/hour - \$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #118

PURPOSE:

The Part-Time Fleet Mechanic is a part-time position that assists with the maintenance and inspection of equipment and vehicles within the Fleet Services Division.

SCOPE:

This position performs 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.
- 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 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 (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	Salary Range: \$15.00/hour - \$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #118

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 carryout oral and written instructions.
- Establish and maintain effective working relationships with supervisor(s), fellow employees, vendors and the general public.
- Employee must provide their own tools.
- Must have adequate knowledge to perform all necessary repairs they will encounter while working with heavy truck and associated equipment.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

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.) is preferred.
 - Multiplex electrical experience is preferred.
- Must possess a valid state issued driver's license.
- State Issued Driver's License with a CDL (Class B) is preferred.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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.



POSITION TITLE Fleet Mechanic Technician (PT)	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	Salary Range: \$15.00/hour - \$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #118

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.

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	Salary Range: \$12.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #119

PURPOSE: The Co-Op Fleet Mechanic is a part-time temporary position that assists with the maintenance and inspection of equipment and vehicles within the Fleet Services Division.

SCOPE: This position performs 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:

- 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.
- Must possess basic computer skills.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- Must possess a valid state issued driver's license.
- Minimum of 16 years of age.

PHYSICAL & MENTAL REQUIREMENTS:

- 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; 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.



POSITION TITLE Co-Op Fleet Mechanic Technician	STATUS Part Time – Non Exempt
REPORTS TO Vehicle Fleet Manager	Salary Range: \$12.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #119

**EMPLOYEE
ACKNOWLEDGEMENT:**

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #120

PURPOSE:

The Emergency Medical Services (E.M.S.) Coordinator is responsible for the coordination and administration of a comprehensive Emergency Medical Services program that will meet the needs of the Colerain Township Department of Fire and Emergency Medical Services.

SCOPE:

The person in this position will assist and support the needs of the EMS Division through various roles and responsibilities. They will assist with creating the operational planning and vision for the Division through quality assurance and continuous quality improvement programming, training, policy development, and data evaluation activities.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Performs essential functions of a State of Ohio Certified Paramedic.
- Serves as a liaison between local hospitals and Colerain Fire and EMS.
- Responsible for Quality Assurance and Continuous Quality Improvement Programming.
- Participates on the Hamilton County Protocol Committee and the Pre-Hospital Care Operations' Committee.
- Manages public records' request for patient care reports.
- Assists with management of the EMS reporting software system.
- Working knowledge of all department operational software systems.
- Participates in the development of EMS policies and procedures.
- Participates in planning of EMS department goals and objectives.
- Attends staff meetings for the purpose of department planning and problem-solving activities.
- Adheres to the Department's Health Insurance Portability and Accountability Act rules and guidelines.
- Performs all Department Infection Control Officer responsibilities.
- Liaison for pre-hospital care education institutions (i.e., Paramedic Training Programs).
- Coordination of EMT-B, Paramedic, and Intern observation time.
- Participates in training to maintain competencies and credentialing as a State of Ohio Certified Paramedic.
- Works alongside the Department's EMS and Training Division Captains for scheduling, coordinating, and executing training for department personnel.
- Will assist with annual budgetary planning as directed by the EMS Captain.
- Will assist with grant research and application processing.
- Extracts, collects, organizes, and interprets data used for organizational dashboards, grant reporting, and operational and administrative decision-making.
- Develops, reviews, and updates EMS policies and procedures, as necessary.
- Uses appropriate departmental programs used to document necessary work and report activity.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Chief.



POSITION TITLE EMS Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #120

**CRITICAL SKILLS /
EXPERTISE:**

- Must have the desire and ability to remain flexible with scheduling to accommodate various meetings, training sessions, and patient appointments.
- Ability, both verbal and written, to communicate clearly and accurately, interpersonal communication knowledge, skills (i.e., planning, organizing, directing, coordinating, evaluating).
- Ability to practice sound decision-making skills
- Must be able to perform autonomously
- Shall be capable of physically and emotionally coping with highly stressful situations
- Shall follow the established infection control program
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Mobile and stationary computer operations; appropriate software platforms (i.e., MS Office, Health EMS, etc.)

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- Five (5) years of experience as a Certified Paramedic.
- State of Ohio Certified EMS Instructor.
- Instructor of the following: Basic Life Support, Advancement Cardiovascular Life Support, Pediatric Advanced Life Support, Stop the Bleed.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- As set forth by the department's 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 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:**

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Updated August 22, 2023

PRINTED NAME



POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	Salary Range: Per Contract
SUPERVISES N/A	Minimum Education: M.D. or D.O.
NUMBER OF POSITIONS: 1	JOB ID: #121

PURPOSE:

The EMS Medical Director is an independent contractor for Colerain Township.

SCOPE:

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.

ESSENTIAL ROLES & RESPONSIBILITIES:

Primary duties include and are not limited to:

- Provide oversight of the Department's Community Paramedic and other non-emergency EMS response models.
- 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 HIPAA and other pertinent Statutes and Regulations.



POSITION TITLE Medical Director	STATUS Contract
REPORTS TO Fire Chief	Salary Range: Per Contract
SUPERVISES N/A	Minimum Education: M.D. or D.O.
NUMBER OF POSITIONS: 1	JOB ID: #121

**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.
- 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
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES Captains and Lieutenants	Minimum Education: Associate's Degree or OFE
NUMBER OF POSITIONS: 3	JOB ID: #122

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.

ESSENTIAL 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 in a separate command vehicle.
- Assigned to Station 25.
- Reviews and approves deployment assignments. In some cases, the Battalion Chief will make the assignments him or herself.
- 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.
- Establishes rapport with community groups and other civic organizations through



POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES Captains and Lieutenants	Minimum Education: Associate's Degree or OFE
NUMBER OF POSITIONS: 3	JOB ID: #122

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 five (5) years.

**CRITICAL SKILLS /
EXPERTISE:**

Demonstrates competency in the following:

- 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 utilities, phones, mobile or portable radio, and automobiles.

**EDUCATION
LICENSING &
CERTIFICATION**

- Valid State Driver's License
- State of Ohio Firefighter II Certification
- State of Ohio Emergency Medical Technician - Paramedic



POSITION TITLE Battalion Chief	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES Captains and Lieutenants	Minimum Education: Associate's Degree or OFE
NUMBER OF POSITIONS: 3	JOB ID: #122

REQUIREMENTS:

- Minimum of an Associate's Degree
- Blue Card© Incident Command Certification

PHYSICAL & MENTAL REQUIREMENTS:

- 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.

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.

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

Updated August 22, 2023



POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #123

PURPOSE:

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 and related community risk reduction services.

SCOPE:

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; development, implementation, and delivery of EMS training and education; 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; maintenance of ongoing external relationships and partnerships pertinent to Paramedic and EMT-B training and certification; and reports progress of major activities through periodic conferences and meetings.

ESSENTIAL ROLES & RESPONSIBILITIES:

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 run reports.
- Works in conjunction with the training captain to develop and schedule all EMS training activities.
- Oversight of EMS and equipment purchasing and procurement
- Goalsetting - establishes and implements EMS training goals for the department.
- Dashboard Reports- Works in conjunction with the EMS Coordinator using a computerized recordkeeping system, enters various activity reports, ensuring the reports (EMS training and incident reports etc.) are accurate and completed in a timely manner.
- On occasion, will be assigned to complete special projects or research and development as requested by the Assistant Chief or Fire Chief and shall coordinate such projects with the Assistant Chief.
- Attends meetings and in-services as required.
- 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



POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #123

above as assigned by the Fire Chief as necessary.

- Evaluates work activities pertaining to EMS operations, develops work plans and implements new programs.
- Performs a liaison function to Battalion Chiefs, Divisional Captains, 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 and maintenance of EMS operations.
- Prepares a variety of studies, reports, and related information for strategic analysis or grant preparation.
- 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 directors to develop topics and scheduling for EMS continuing education.
- Coordinate the orientation program for new EMS personnel.
- Coordinate research and development of new EMS equipment and pre-hospital medical procedures.
- Oversee the development of EMS policies and procedures.
- Oversee the development of specifications 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 assigned personnel follow department rules and regulations.
- Provides guidance and supervision to all subordinates in the proper performance of department duties.
- Participates in planning of EMS department goals and objectives.
- Maintains liaison with other departments, as well as state, local and other public officials.
- Establishes rapport with community groups (Citizens' Fire Academy) and other civic organizations through meetings, speeches, and presentations.
- Any other various duties and responsibilities as assigned by the Assistant Chief or Fire Chief.



POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #123

**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 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
REQUIREMENTS:**

- 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
- Valid State Driver's License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Paramedic
- Valid State of Ohio EMS Instructor's Certification
- ACLS Instructor
- PALS Instructor
- BLS Instructor

**PHYSICAL & MENTAL
REQUIREMENTS:**

- As set forth by the department's 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.



POSITION TITLE Captain – Emergency Medical Services	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES EMS Coordinator, Community Paramedic, Others as assigned	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #123

- 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

PRINT NAME

DATE

Updated August 22, 2023



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 or GED
NUMBER OF POSITIONS: 1	JOB ID: #124

PURPOSE:

The purpose of this position is 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.

ESSENTIAL 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.



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 or GED
NUMBER OF POSITIONS: 1	JOB ID: #124

- 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.



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 or GED
NUMBER OF POSITIONS: 1	JOB ID: #124

- 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 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
REQUIREMENTS:**

- Valid State Driver’s License.
- Must meet all 1001 Firefighter Professional Qualifications (FFII, state of Ohio EMT-B)
- 1002 Fire Department Vehicle Driver/Operator Qualifications (Chapters 1-3)
- 1021 Fire Officer Professional Qualifications (Fire Officer III)
- 1041 Fire Service Instructor Professional Qualifications (Instructor III)
- 1031 Professional Qualifications for Fire Inspections (Fire Inspector III)
- 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
REQUIREMENTS:**

- 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



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 or GED
NUMBER OF POSITIONS: 1	JOB ID: #124

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 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

Updated August 22, 2023



POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #125

PURPOSE:

The purpose of the position is to coordinate and direct all fire training and educational activities of the department and to be directly responsible for the health and safety for all of the Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS) personnel.

SCOPE:

The person in this position has a strong responsibility as the Colerain Fire & EMS 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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Directs and coordinates all fire training activities.
- Performs all functional duties of primary training officer including but not limited to the following tasks:
 - Supervises activities involved in the service related education of all personnel. This includes but is not limited to the following tasks:
 - 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.
 - Sets the schedule for the weekly training classes
 - Sets up curriculum guidelines, reviews curriculum already established for any specialized classes required by federal or state laws or local department directives.
 - Researches and develops new courses for established curriculum.
 - Reviews new manuals available for the use in classroom instruction.
 - Purchases any needed audio visual equipment or training aids needed to supplement course curriculum.
- Goalsetting: establishes and implements fire training goals for the department
- Activity reports: Using a computerized recordkeeping system, enters (and/or designates the action of) various activity reports, ensuring the reports are accurate and completed in a timely manner. These reports include but are not limited to fire training sign-in sheets, member attendance and 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 to the Assistant Chief of Administration and determines cost effective



POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #125

- ways to provide additional training for personnel.
- Supervises the Fire Recruit program including but not limited to the following tasks:
 - Establishes fire recruit rules and regulations not covered by Fire Department policies.
 - Establishes curriculum to meet local, state, and federal requirements using National Fire Protection Association (NFPA) as a guide.
 - Directly supervises fire recruits.
 - Carries out discipline of recruits in accordance with Fire Department policies.
 - Supervises department fire training instructors in development and implementation of training programs and individual classes.
 - Manages all aspects of the department's State of Ohio Fire Charter 390.
 - Supervises the activities and programs involved in the recruit applicant selection process. This includes but is not limited to the following tasks:
 - Schedules all the phases of the application process and recommends ways to improve the process when possible.
 - Recommends members of the oral interview board.
 - Ensures all of the equipment needed for the selection process is on site and in place on time.
 - Scores all the phases of the tests and enters the data in a computerized recordkeeping system. Submits all completed paperwork to the Assistant Fire Chief of Administrative Services for review.
 - 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:
 - Performs as designated Department Safety Officer.
 - Makes recommendations for Standard Operating Guidelines for the department.
 - 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.
 - Goal setting- Assists in determining and implementing goals for the department according to NFPA and Occupational Safety and Health Administration standards.
 - Manages all aspects of the department's driver's training program and the department's driver's training instructors which includes direct delivery of the FAO and ATO classes.
 - Supervises fire training tower maintenance, inspections, and schedule repairs.
 - Provides oversight of the Annual Physical Performance Evaluation.



POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #125

- Manages the Fire Officer development program.
- Develops and maintains external partnerships that are pertinent to fire training, education, and operations.
- Manages all aspects of outside training requests, registration, and tracking per departmental policy.
- Works closely with the Department’s Pubic Educator to coordinate fire training education efforts with internal and external groups and affiliations.
- Assures departmental compliance for required National Incident Management System certification.
- On occasion, will be assigned to complete special projects or research and development as requested by the Chief or Assistant Fire Chief and shall coordinate such projects with the Chief.
- Maintains discipline and ensures that assigned personnel follow department rules and regulations.
- When necessary, responds to news media regarding incident/scene information when Public Information Officer and the Chief are not present.
- Responds to incidents and functions as the incident safety officer or other position within the Incident Management System as assigned by the Incident Commander.
- Attends meetings and in-services as required.
- Performs all functional duties of a Captain.
- Performs other duties and responsibilities not specifically described above as assigned by the Assistant Chief or Chief as necessary.
- Any other various duties and responsibilities as assigned by the Assistant Chief or 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 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.



POSITION TITLE Captain – Fire Training & Education	STATUS Full Time – Non Exempt
REPORTS TO Assistant Fire Chief	Salary Range: Per CBA
SUPERVISES All personnel assigned to Fire Training & Education	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #125

**EDUCATION
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- NFPA 1001 Firefighter Professional Qualifications- Firefighter I/II
- NFPA 1002 Fire Apparatus Driver/ Operator Professional Qualifications - Driver/ Operator- Pumper and Driver/ Operator- Aerial
- NFPA 1021 Fire Officer Professional Qualifications - Fire Officer II
- Fire Service Instructor Professional Qualifications - Instructor II/III
- Valid State Driver’s License
- Valid State of Ohio Firefighter II Certification
- Valid State of Ohio Paramedic
- Valid State of Ohio EMS Instructor’s Certification
- NFPA 1521 Fire Department Safety Officer
- State of Ohio Live Fire Instructor and Trainer
- Emergency Vehicle Operator Course Instructor

**PHYSICAL & MENTAL
REQUIREMENTS:**

- As set forth by the department’s 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

PRINT NAME

DATE

Updated August 22, 2023



POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	Salary Range: Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 6	JOB ID: #126

PURPOSE:

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.

SCOPE:

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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

Captain

- The 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 ensures 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 Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	Salary Range: Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 6	JOB ID: #126

**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
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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.



POSITION TITLE Captain	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	Salary Range: Per CBA
SUPERVISES Full Time and Part Time Firefighters and Paramedics	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 6	JOB ID: #126

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.

SIGNATURE

PRINT NAME

DATE

Updated August 22, 2023



POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	Salary Range: Per CBA
SUPERVISES Full Time and Part Time Firefighters	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: 12	JOB ID: #127

PURPOSE:

The Lieutenant functions as a first level working supervisor and is the station supervisor at Stations 25, 26, 102, 103, and 109.

SCOPE:

The Lieutenant is 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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- 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.

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.
- 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.



POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	Salary Range: Per CBA
SUPERVISES Full Time and Part Time Firefighters	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: 12	JOB ID: #127

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- Shall have at least five (5) years of Full-Time service with Colerain Township Department of Fire and Emergency Medical Services (Colerain Fire & EMS).
- Must have functioned as an Acting Company Officer with Colerain Fire & EMS for a period of no less than twelve (12) 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 Fire ground Operations/Incident Command.
- Minimum of twelve (12) hours of formal training in Firefighting Tactics and Strategies.
- Must be at current Hazard Materials Operations Level.
- Valid State 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
REQUIREMENTS:**

- 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.

**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.

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



POSITION TITLE Lieutenant	STATUS Full Time – Non Exempt
REPORTS TO Battalion Chief	Salary Range: Per CBA
SUPERVISES Full Time and Part Time Firefighters	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: 12	JOB ID: #127

**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

Updated August 22, 2023



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 or GED
NUMBER OF POSITIONS: 1	JOB ID: #128

PURPOSE:

The Fire Safety Inspector will assist in community risk reduction activities.

SCOPE:

This role will perform a wide variety of prevention activities ranging from fire and life safety inspections, fire and building code enforcement, public education, and emergency preparedness.

ESSENTIAL 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 REQUIREMENTS:

- 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 State Driver's License.
- Valid Firefighter II Certification.
- Valid EMT or Paramedic.
- Valid State of Ohio Fire Safety Inspector's Certification.

PHYSICAL & MENTAL REQUIREMENTS:

- 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.



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 or GED
NUMBER OF POSITIONS: 1	JOB ID: #128

- 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.

SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: 57	JOB ID: #129

PURPOSE:

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.

SCOPE:

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.

ESSENTIAL 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



POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: 57	JOB ID: #129

only).

- Efficiently operate an AED
- 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.

**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.
- 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.



POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: 57	JOB ID: #129

**EDUCATION, LICENSING
& CERTIFICATION
REQUIREMENTS:**

- 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.
- 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 (2) years with the Department and separated in “good standing” within the past twelve (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 twelve (12) months prior to the assessment process.
- State of Ohio EMT –Paramedic certification
- State of Ohio Fire or EMS Instructor certification

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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



POSITION TITLE Firefighter Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: 57	JOB ID: #129

accident or other emergency situation.

- 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

Updated August 22, 2023



POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	JOB ID: #130

PURPOSE:

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.

SCOPE:

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.

ESSENTIAL 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 to and renders assistance in all emergency situations.
- Cleans and inspects equipment and apparatus after returning from a fire, prior to the start of shift, or as the job requires.
- 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.



POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	JOB ID: #130

- Works with other agencies such as the Health Department, Police Department, and local 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.



POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	JOB ID: #130

- 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.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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 twelve (12) months prior to the assessment process.
- State of Ohio EMT –Paramedic certification.
- State of Ohio Fire or EMS Instructor certification.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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



POSITION TITLE Firefighter EMT (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	JOB ID: #130

settings.

- Walk, run, and jump as needed to respond to a fire, auto accident, home or industrial accident or other emergency situation.
- 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

PRINTED NAME

DATE

Updated August 22, 2023



POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	JOB ID: #130

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 requires 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.

ESSENTIAL 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.



POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	JOB ID: #130

- Administer medications.
- Establish an airway using an ET tube or other Supraglottic airway device.
- Efficiently operate an AED
- 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 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
REQUIREMENTS:**

- 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.
- ICS-200: ICS for Single Resources and Initial Action Incidents.
- Independent Study (IS)-700: NIMS, An Introduction.
- IS-800: National Response Framework, An Introduction.
- Valid state of Ohio Paramedic.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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.



POSITION TITLE Paramedic (PT)	STATUS Part Time – Non Exempt
REPORTS TO Lieutenant and/or Captain	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma or GED
NUMBER OF POSITIONS: Combination of both 130 classifications equals 64 positions	JOB ID: #130

- 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.

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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DATE

Updated August 22, 2023



POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #131

PURPOSE:

To provide both emergency and non emergency fire and medical response to the Colerain Community. Non-emergency-based functions include home-based health care that supports optimum health and wellness for the patient within the scope of a State of Ohio Certified Paramedic under the direction of a Licensed Medical Director. Emergency response includes fire suppression and emergency medical first response.

SCOPE:

The person in this position will identify patient needs and assist in connecting them with available community and medical resources. The community paramedic will perform in accordance with established departmental paramedicine policy and procedures. The Community Paramedic will exercises considerable independent judgment in evaluating duties while supporting the existing health care system by providing interdisciplinary health services in collaboration with other health professionals to high-risk patients and frequent users of service.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Performs essential functions of a State of Ohio Certified Paramedic
- Performs essential functions of a State of Ohio Certified Firefighter II
- 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
- 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
- Perform first response to all emergency calls for service including fire, rescue, and EMS incidents
- Assesses, screens, treats, and coordinates health services for patients
- Conducts and assists with post-hospital release care that includes, but is not limited to, home safety evaluations, medication reconciliation and education, dressing changes, full basic and advanced life support assessment, and post-release and follow up healthcare instructions
- Observes, records, and reports, to the patient's physician, their conditions, and reactions to medications, treatments, and significant health events
- Conducts chronic disease management education to the patient that includes, but is not limited to, diabetes, hypertension, congestive heart failure, chronic obstructive pulmonary disease, fall and injury prevention, basic nutritional needs, post-operative wound monitoring and care
- Administers care consistent with department treatment protocols and



POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #131

physicians’ orders

- Coordinates appointments, additional home-heath visits, and follow-ups with the patient’s providers
- Develops and completes appropriate reports and templates for the community paramedic program
- Attends department medical director meetings and staff meetings as required
- Participates in the development of EMS policies and procedures
- Participates in planning of EMS department goals and objectives
- Attends staff meetings for the purpose of department planning and problem-solving activities
- Maintains liaison role 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
- Performs assigned EMS equipment checks daily
- Conducts maintenance and inventory on assigned EMS equipment
- Adheres to the Department’s Health Insurance Portability and Accountability Act rules and guidelines
- Actively involved in Community Paramedic research activities and ongoing program improvement
- Participates in training to maintain competencies and credentialing as a State of Ohio Certified Paramedic and a Community Paramedic
- Provides training to department personnel as requested
- Uses appropriate departmental programs used to document necessary work and report activity
- Duties and responsibilities as assigned by the EMS Captain, Assistant Chief, or Chief

**CRITICAL SKILLS /
EXPERTISE:**

- Must have the desire and ability to remain flexible with scheduling to accommodate various meetings, training sessions, and patient appointments
- Ability, both verbal and written, to communicate clearly and accurately, effective interpersonal communications skills (i.e., planning, organizing, directing, coordinating, evaluating)
- Ability to practice sound decision-making skills
- Must be able to perform autonomously
- Shall be capable of physically and emotionally coping with highly stressful situations
- Shall assist with EMS training
- The use and limitation of various types of equipment, vehicles, and apparatus.
- The principles, practices, procedures, and equipment used in contemporary firefighting and EMS professions.



POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #131

- Establish the incident command or management system on all emergencies including emergency medical and mass casualty incidents.
- Shall follow the established infection control program
- Shall have the ability to medically treat all patients without bias to sex, age, race, culture, religion, etc.
- Mobile and stationary computer operations; appropriate software platforms (i.e., MS Office, Health EMS, etc.).

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- A minimum of five years' experience as a Certified Paramedic
- A minimum of five years' experience as a Certified Firefighter II
- Valid State of Ohio Driver's License (4 points or less)
- Valid State of Ohio Paramedic
- Valid State of Ohio Firefighter II
- Emergency Vehicle Operations' Course Certified
- 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.
- ICS-200: ICS for Single Resources and Initial Action Incidents
- Independent Study (IS)-700: NIMS, An Introduction.
- ICS-800: National Response Framework, An Introduction.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- As set forth by the department's 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.



POSITION TITLE Community Paramedic	STATUS Full Time – Non Exempt
REPORTS TO Captain – Emergency Medical Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #131

**EMPLOYEE
ACKNOWLEDGEMENT:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



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
NUMBER OF POSITIONS: 1	JOB ID: #132

PURPOSE:

The Fleet Mechanic Technician 1 performs various maintenance activities and inspections of equipment and vehicles within the Fleet Services Division.

SCOPE:

The Fleet Mechanic Technician 1 position assists with and performs 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.
- 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.
- Manages the Fleet Services Division parts room.

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:



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
NUMBER OF POSITIONS: 1	JOB ID: #132

- Read and interpret pertinent laws, codes, safety orders, repair manuals, wiring diagrams, schematics and screens on a personal computer based digital scopes, on-line technical repair databases and scan tools.
- Assist in performing mechanical work including troubleshooting and repair of equipment.
- Assist with diagnosing mechanical trouble and determining 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.
- Provision of tools that are adequate to perform all necessary repairs while working with heavy trucks and associated machinery/equipment is the responsibility of this individual.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

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 conditioning 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.
- State Issued Driver's License with a CDL (Class B) is preferred or the ability to obtain license within probationary period.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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



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
NUMBER OF POSITIONS: 1	JOB ID: #132

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 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

Updated August 22, 2023



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
NUMBER OF POSITIONS: 1	JOB ID: #133

PURPOSE:

The Fleet Mechanic Technician 2 performs various maintenance activities and inspections of equipment and vehicles within the Fleet Services Division.

SCOPE:

The Fleet Mechanic Technician 2 performs 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



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
NUMBER OF POSITIONS: 1	JOB ID: #133

diagrams, schematics and screens on a personal computer based digital scopes, on-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 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.
- Direct and provide over sight to fleet mechanic technician 1
- Be “on-call” varying weekends, holidays and/or evenings.
- Provision of tools that are adequate to perform all necessary repairs while working with heavy trucks and associated machinery/equipment is the responsibility of this individual.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

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
- State Issued Driver’s License with a CDL (Class B) is preferred or the ability to obtain license within probationary period.

PHYSICAL & MENTAL REQUIREMENTS:

- 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.



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
NUMBER OF POSITIONS: 1	JOB ID: #133

- 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 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

Updated August 22, 2023



POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Lieutenants	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #136

PURPOSE:

The Chief of Police 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.

ESSENTIAL 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



POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Lieutenants	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #136

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 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 advanced 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



POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Lieutenants	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #136

within the police agency, suggesting procedures to be followed.

- Ensure 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 always available for duty 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 the Township Administrator.
- 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 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 provide departmental services and programs effectively and efficiently.
- Self-disciplined, self-motivated and work independently of direct supervision.
- Other duties as assigned by the Township Administrator or Board of Trustees.
- Serves as incident commander within the ICS for Police Operations.
- Ensures successful completion of Police Department portion of the Strategic Plan.

**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



POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Lieutenants	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #136

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.
- Ability to get along with other employees.
- Ability to demonstrate a high degree of ethics, integrity and discretion. Ability to serve as a member of a senior management team.
- 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 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
REQUIREMENTS:**

- 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 but not limited to: F.B.I. National Academy, F.B.I. Leadership Trilogy, Southern Police Institute, Certified Law Enforcement Executive (CLEE), etc. 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
REQUIREMENTS:**

- Chief of Police 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, body camera, 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



POSITION TITLE Chief of Police	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$120,000-\$140,000
SUPERVISES Lieutenants	Minimum Education: BA/BS, MA/MS preferred
NUMBER OF POSITIONS: 1	JOB ID: #136

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

SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	Salary Range: \$100,000-\$125,000
SUPERVISES Sergeants	Minimum Education: Associate Degree
NUMBER OF POSITIONS: 3	JOB ID: #137

PURPOSE:

The position of the 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 Lieutenant position has three job assignments: Support Services Division, Patrol Division, and Investigative Division.

The Support Services Lieutenant provides direct supervision of the support function and serves as a liaison between the Support Services Division, Patrol Division, and Investigative Division.

The Patrol Commander provides direct supervision of the overall patrol function and serves as a liaison between the Patrol Division, Support Services Division, and the Investigative Division.

The Investigative Lieutenant provides direct supervision of the investigative function and serves as a liaison between the Criminal Investigative Unit, Patrol Division, and Support Services Division.

The Lieutenant(s) are responsible for assisting the Chief of Police in organizing and implementing Department programs, goals, and objectives. All Lieutenant(s) must be able to assume command in the absence of the Chief of Police.

ESSENTIAL ROLES & RESPONSIBILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a Lieutenant 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 their assigned division and ensure the division operates in accordance with policy and procedure to include but not limited to:
 - Shift selections.
 - Maintaining minimum staffing levels.
 - Ensure annual evaluations are completed.
 - 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 in the efficient operation of the Department in conformity with established policies and procedures.



POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	Salary Range: \$100,000-\$125,000
SUPERVISES Sergeants	Minimum Education: Associate Degree
NUMBER OF POSITIONS: 3	JOB ID: #137

- 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:
 - Training personnel.
 - Improving working conditions for maximum efficiency and morale.
 - Using personnel records and performance ratings for individual guidance and improvement.
 - Adequately recognizing outstanding personnel performance.
 - Improving efficiency and cooperation in areas of common responsibility.
 - Advancing the public relations program for promoting public confidence and support.
 - 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:
 - Prevention and suppression of crime.
 - Protection of life and property.
 - Apprehension and prosecution of offenders.
 - Preservation of the peace.
 - 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.
- Devote the maximum possible time to divisional operations, noting deficiencies and making appropriate corrections and recommendations, always exercising a



POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	Salary Range: \$100,000-\$125,000
SUPERVISES Sergeants	Minimum Education: Associate Degree
NUMBER OF POSITIONS: 3	JOB ID: #137

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 assigned equipment 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.
- Ensure 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 always available for duty 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.
- Shall develop and coordinate special projects as directed by the Chief of Police.
- Maintain acceptable standards of conduct.
- Follow the direction of the Chief of Police.
- 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.
- Other duties as assigned by the Chief of Police.

**CRITICAL SKILLS /
EXPERTISE:**

- Requires strength in interpersonal 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



POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	Salary Range: \$100,000-\$125,000
SUPERVISES Sergeants	Minimum Education: Associate Degree
NUMBER OF POSITIONS: 3	JOB ID: #137

reports, business correspondence, and procedure manuals. Must possess ability to effectively present information and respond to questions from groups of managers, employees, and the 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
REQUIREMENTS:**

- 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 (OPOTA) certified, a four-year degree from an accredited college/university **or** advanced training in specialized police field such as but not limited to: F.B.I. National Academy, F.B.I. Leadership Trilogy, Southern Police Institute Staff and Command, Certified Law Enforcement Executive (CLEE), etc. **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 one year experience as a police sergeant with Colerain Township Police Department.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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.
- Lieutenant(s) must qualify with firearms, and other offensive and defensive weapons and meet O.P.O.T.A. yearly firearm standards. Lieutenant(s) is provided



POSITION TITLE Lieutenant	STATUS Full Time – Exempt
REPORTS TO Chief of Police	Salary Range: \$100,000-\$125,000
SUPERVISES Sergeants	Minimum Education: Associate Degree
NUMBER OF POSITIONS: 3	JOB ID: #137

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.

- 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

Updated August 22, 2023



POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES Patrol Officers	Minimum Education: See Below
NUMBER OF POSITIONS: 8	JOB ID: #138

PURPOSE:

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

SCOPE:

The Sergeant position has multiple job assignments: Patrol Sergeant, Administrative Sergeant, Impact Team Sergeant, Investigative Sergeant, Code Enforcement Sergeant, and School Safety Sergeant.

The Patrol Sergeant(s) provide direct supervision and are responsible for the daily operations of a patrol shift.

The Administrative Sergeant is the department's quartermaster and is responsible for the daily operations of the training unit.

The Impact Team Sergeant provides direct supervision and is responsible for the daily operations of the Impact Team.

The Investigative Sergeant provides direct supervision and is responsible for the daily operations of the Investigative Unit.

The Code Enforcement Sergeant provides direct supervision and is responsible for the daily operation of the Code Enforcement Team.

The School Safety Sergeant provides direction supervision and is responsible for the daily operation of the School Safety Team.

Sergeants must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIAL ROLES & RESPONSIBILITIES:

In addition to the job functions of a Uniformed Patrol Officer of Colerain Police Department, a 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.

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



POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES Patrol Officers	Minimum Education: See Below
NUMBER OF POSITIONS: 8	JOB ID: #138

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 their assigned Lieutenant 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 their assigned Lieutenant 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.



POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES Patrol Officers	Minimum Education: See Below
NUMBER OF POSITIONS: 8	JOB ID: #138

- 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 always available for duty 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.
- Other duties as assigned by the Chief of Police.

**CRITICAL SKILLS /
EXPERTISE:**

- Requires strength in interpersonal 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.



POSITION TITLE Sergeant	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	Salary Range: Per CBA
SUPERVISES Patrol Officers	Minimum Education: See Below
NUMBER OF POSITIONS: 8	JOB ID: #138

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- A valid state driver’s license. Must be bondable. Maintain Ohio Peace Officer’s Training Academy (OPOTA) certification.
- Must currently have at least two years leadership experience in any military branch in which assigned duties include leading and managing personnel or an associate degree from an accredited university/college or be in the process of actively obtaining an associate degree. Ohio Peace Officer Training Academy (OPOTA), minimum of three years’ experience as a police officer and one year as a Colerain Police Officer.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- Sergeants must qualify with firearms, and other offensive and defensive weapons and meet OPOTA 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 one-self 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

Updated August 22, 2023

PRINTED NAME



POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 56	JOB ID: #139

PURPOSE:

Under the direct supervision of the Sergeant, the primary responsibility of all Police 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 resolutions of the Township and to serve the people in whatever way necessary within the scope of their assignment.

The Police Officer position has multiple job assignments: Patrol Officer, Traffic Safety Officer, Impact Team Officer, Canine Officer, Detective, Environmental Crimes Investigator, School Resource Officer, and School Investigator.

A Uniformed Patrol Officer receives dispatched calls for service, maintains order, prevents illegal activity, enforces laws, and protects the community and citizens.

A Traffic Safety Officer enforces traffic laws, investigates auto accidents, and hit skip auto accidents, and provides targeted traffic enforcement.

An Impact Team Officer proactively engages in traffic enforcement, directed patrols in high-crime areas, and community complaints of criminal activity.

A Canine Officer and their partner are responsible for officer protection, suspect apprehension, area or building clearance, evidence detection, tracking, and narcotic detection.

A Detective investigates criminal incidents, conducts interviews, collects evidence, and obtains sufficient and adequate evidence to charge and prosecute perpetrators of crime.

An Environmental Crimes Investigator works in conjunction with the Environmental Crimes Unit to prevent illegal dumping, enforcement of property maintenance violations, and to identify and address conditions that pose a threat to the public.

A School Resource Officer provides necessary police services in and around school property, while providing protection for the school staff, students, and property.

A School Investigator investigates cases of truancy, residency, and criminal activity that involves a school district student.

ESSENTIAL ROLES & RESPONSIBILITIES:

A Police Officer for 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



POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 56	JOB ID: #139

ensure suppression of crime and increased overall safety of the community.

- Recognizing and observing suspicious behaviors of persons which may indicate involvement in criminal offenses, stopping and interviewing suspicious persons, and successfully identifying them.
- Accurately and expeditiously using communications systems to relay description, method, direction of flight, and other relevant information concerning wanted persons or vehicles.
- Providing assistance to citizens in a professional and courteous manner.
- 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.
- 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 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.
- 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.



POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 56	JOB ID: #139

- 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 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 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 reports 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 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 advanced 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 always available for duty 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.



POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 56	JOB ID: #139

- 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.
- Other duties as assigned by the Chief of Police.

**CRITICAL SKILLS /
EXPERTISE:**

- Strength in interpersonal 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
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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. Employees 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



POSITION TITLE Police Officer	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 56	JOB ID: #139

OPOTA 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

Updated August 22, 2023

PRINTED NAME



POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$15.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #140

PURPOSE:

To protect the lives and property of the people of 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 assignment.

SCOPE:

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. A Police Cadet will ride with officers when coverage allows.

ESSENTIAL 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.



POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$15.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #140

- 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.
- Other duties as assigned by the Chief of Police.

**CRITICAL SKILLS /
EXPERTISE:**

- Strength in interpersonal 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 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
REQUIREMENTS:**

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

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



POSITION TITLE Police Cadet (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$15.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #140

**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

Updated August 22, 2023



POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	Salary Range: \$50,000-\$70,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #141

PURPOSE:

The 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.

SCOPE:

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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Perform written communication assignments for the Chief of Police, 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 of Police, and others authorized by the Chief of Police.
- Compile information necessary to prepare reports and summaries requested by the Chief of Police.
- 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 of Police.
- Attend meetings and staff meetings as required by the Chief of Police and represent the department in a professional manner.
- Provide clerical support to members of the 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) 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 posting, billing and audit of QRT Grant.
- Assist in Police Selection Process.
- Tow Lot monthly Reconciliation and reporting, payment to tow companies.
- Rental billing and reconciliation (YWCA).



POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	Salary Range: \$50,000-\$70,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #141

- 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.
- Emergency information sheets and book preparation.
- Critical Incident Response Team and Missing Persons Team Squad Scribe.
- Create employee payouts for terminated/resigned/retired police department 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 command 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 Chief of Police 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.
- 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.
- Any other duties as assigned by the Chief of Police.



POSITION TITLE Administrative Assistant-Police	STATUS Full Time – Non-Exempt
REPORTS TO Chief of Police	Salary Range: \$50,000-\$70,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #141

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

High school diploma or GED equivalent, and at least two (2) years of office experience to include use of word processing software.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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 essential 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

Updated August 22, 2023



POSITION TITLE Civilian Supervisor	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	Salary Range: \$45,000-\$65,000
SUPERVISES Police Clerks	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #142

PURPOSE:

The Civilian Supervisor performs a wide variety of administrative tasks to support the day-to-day operations of the Police Department.

SCOPE:

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.

ESSENTIAL ROLES & RESPONSIBILITIES:

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.

- Provide supervision to civilian employees to include conducting evaluations and scheduling.
- 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 meetings and briefings with subordinates to maintain effective lines of communication, improving operational efficiency of the Department.
- Continually review police clerk deployment to ensure efficient and effective utilization of staff.
- 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.
- Coordinate training activities and actively participate in training programs as an instructor, or a student, to enhance job performance.
- Assist the assigned Lieutenant 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.
- Compile written reports for the Support Services Lieutenant as directed to ensure presentation in an accurate, timely manner.



POSITION TITLE Civilian Supervisor	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	Salary Range: \$45,000-\$65,000
SUPERVISES Police Clerks	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #142

- Observe and impartially report to their assigned Lieutenant every breach of discipline or neglect of duty by a subordinate.
 - 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.
 - 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 the 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.
 - Other duties as assigned by the Chief of Police.
-
- Requires strength in interpersonal 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,

**CRITICAL SKILLS /
EXPERTISE:**



POSITION TITLE Civilian Supervisor	STATUS Full Time – Non-Exempt
REPORTS TO Lieutenant	Salary Range: \$45,000-\$65,000
SUPERVISES Police Clerks	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #142

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
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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 essential 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

Updated August 22, 2023



POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 8	JOB ID: #143

PURPOSE:

Under the general supervision of a sergeant, 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.

The Police Clerk position has multiple job assignments: Front Office Clerk, Impound Lot Manager, Accreditation Manager, and Property Room Manager.

The Front Office Clerk handles the day-to-day operations of the police department's front office. Their primary tasks include answering phone calls, the front window, and daily operational tasks.

The Impound Lot Manager is responsible for the overall tasks and operation of the impound lot. Additionally, the Impound Lot Manager oversees the intake and release of impounded vehicles, conducts inspections of the impound lot as directed and provides customer service to those seeking to release their vehicles.

The Property Room Manager is responsible for the overall tasks and operation of the property room. Additionally, the Property Room Manager oversees 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.

The Accreditation Manager is responsible for the overall tasks and completion of the department's CALEA standards. The Accreditation Manager will be encouraged to make independent judgements 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 Township Police Department.

ESSENTIAL 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.



POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 8	JOB ID: #143

- Perform miscellaneous assignments as directed by the Chief of Police.
- Attend meetings and staff meetings as required by the 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.
- Other duties as assigned by the Chief of Police.

**CRITICAL SKILLS /
EXPERTISE:**

- Requires strength in interpersonal 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 use a personal computer, including applicable word processing, spreadsheet and database software, calculator, phone, copy machine and fax machine.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

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



POSITION TITLE Police Clerk	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 8	JOB ID: #143

PHYSICAL & MENTAL REQUIREMENTS:

- 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

Updated August 22, 2023



POSITION TITLE Police Clerk (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Civilian Supervisor	Salary Range: \$12.00/hour - \$18.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 8	JOB ID: #144

PURPOSE:

Under the general supervision of a civilian supervisor, 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.

ESSENTIAL 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 of Police.
- 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 the 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 interpersonal 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



POSITION TITLE Police Clerk (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Civilian Supervisor	Salary Range: \$12.00/hour - \$18.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 8	JOB ID: #144

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 use a personal computer, including applicable word processing, spreadsheet and data base software, calculator, phone, copy machine and fax machine.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

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

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per Agreement with NWLSD
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 5	JOB ID: #145

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.

ESSENTIAL 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 for the school staff, students, and property.
- Have primary accountability to the School Safety 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 School Safety 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 interpersonal skills as well as the ability to work independently. Must



POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per Agreement with NWLSD
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 5	JOB ID: #145

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.
- Any additional duties determined by the Chief of Police.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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".

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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 OPOTA 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.



POSITION TITLE School Safety Officer (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: Per Agreement with NWLSD
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 5	JOB ID: #145

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

Updated August 22, 2023



POSITION TITLE Code Enforcement Specialist	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$45,000-\$65,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #146

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Code Enforcement Sergeant to assist in the daily workload with respect to inspections, communications, and follow up on nuisance, property maintenance, and zoning enforcement issues.

SCOPE:

Under the supervision of the Code Enforcement Sergeant 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:

May include, but not limited to the following:

- 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 enforce 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 Code Enforcement Sergeant 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.
- Any additional tasks as determined by the Chief of Police.



POSITION TITLE Code Enforcement Specialist	STATUS Full Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$45,000-\$65,000
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #146

**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.
- Exceptional customer service skills.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- 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 but not required.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Code Enforcement Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$15.00/hour - \$20.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #147

PURPOSE:

The position of Code Enforcement Specialist reports directly to the Code Enforcement Sergeant to assist in the daily workload 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 Code Enforcement Sergeant this position:

- Proactively monitors the Township to identify potential code enforcement violations and enter 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 Code Enforcement Sergeant 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 Code Enforcement Sergeant with reports and memos to ensure a thorough presentation of facts and staff consideration.
- Complete other tasks as assigned.
- Any additional tasks as determined by the Chief of Police.

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 REQUIREMENTS:

- 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 but not required.



POSITION TITLE Code Enforcement Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$15.00/hour - \$20.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #147

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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.

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.

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$20.00/hour - \$25.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #148

PURPOSE:

The position of Environmental Crimes Specialist is to assist in the overall direction of the Colerain Police Department and proactively enforce Ohio law and resolutions involving littering and environmental protection.

SCOPE:

Environmental Crimes Specialist are responsible for assisting other members of the Environmental Crimes Investigative Unit as directed by the sergeant. Environmental Crimes Specialist must have the ability to plan, organize, direct, and coordinate activities to ensure the goals and objectives of the Department are achieved.

ESSENTIAL ROLES & RESPONSIBILITIES:

An Environmental Crimes Specialist 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.

- Proactively work in a manner consistent with Department policy to ensure operational efficiency of the Department.
 - a) Provide feedback and document work efforts to supervision. Ensure compliance with department policies and procedures while maximizing efficiency; and
 - b) Attend daily meetings and briefings with other members of the Unit to maintain effective lines of communication, improving operational efficiency of the Department.
- Patrol identified areas for littering, illegal dumping and other criminal violations as directed by supervision.
- Attend training and actively participate in training programs as a student or instructor to enhance job performance.
- Assist the Environmental Crimes Investigator with any investigation or complaints, procure evidence sufficient to sustain convictions in court, and prepare complete and accurate reports.
- Assist members of the Environmental Crimes Unit in organizing and implementing programs, goals and objectives to ensure operational efficiency by, among other things:
 - a) Improving working conditions for maximum efficiency and morale.
 - b) Making recommendations to enhance productivity.
 - c) Adequately recognizing outstanding personnel performance.
 - d) Improving efficiency and cooperation in areas of common responsibility.
 - e) Advancing the public relations program for promoting public confidence and support.
 - f) Ensuring proper and economical use of Department property and equipment.
 - a) Enforcement of regulatory measures.
- Prepare records and reports, daily, ensuring accuracy, completeness, and timeliness prior to ending tour of duty to ensure compliance with Department guidelines.
- Compile written reports for the Code Enforcement Sergeant as directed to ensure presentation in an accurate, timely manner.
- Patrol the Township, enforce the code enforcement laws daily to ensure delivery of professional law enforcement services.
- 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



POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$20.00/hour - \$25.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #148

are performed as outlined in this job description.

- 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.
- 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.
- Other duties as assigned by the Chief of Police.

**CRITICAL SKILLS /
EXPERTISE:**

- Requires strength in interpersonal 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 public.
- 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
REQUIREMENTS:**

- A valid state driver's license.
- Must be bondable.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- An Environmental Crimes Specialist 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 one-self 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.



POSITION TITLE Environmental Crimes Specialist (PT)	STATUS Part Time – Non-Exempt
REPORTS TO Sergeant	Salary Range: \$20.00/hour - \$25.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #148

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:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Public Information Officer	STATUS Contractual
REPORTS TO Chief of Police	Salary Range: Per Contract
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #149

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.

ESSENTIAL 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 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.
 - 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.
- 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



POSITION TITLE Public Information Officer	STATUS Contractual
REPORTS TO Chief of Police	Salary Range: Per Contract
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #149

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 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 interpersonal 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.
- Any additional duties as determined by the Chief of Police.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

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

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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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SIGNATURE

Updated August 22, 2023

PRINTED NAME



POSITION TITLE	STATUS
Assistant Director of Public Services	Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	Salary Range: \$76,000 - \$90,000
SUPERVISES Supervisor Foreman, Bus Driver, Event Coordinator, Facility Manager	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #156

PURPOSE:

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

SCOPE:

The Assistant Director of Public Services is responsible for the daily operations of the Public Services Department. This position is an intermediate role intended to provide the Public Services Department with leadership and direction. This role is not required to attend or present at Board of Trustee meetings.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Oversee the daily operations of Parks Division, Roads Division, Facility Manager and Event Coordinator. This will include the responsibility for scheduling, evaluating and disciplining staff as well as overseeing the senior programming contract.
- 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 ensuring 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, ensuring the completeness of specifications and bid documents.
- Maintaining lines of communications between the Township and the agencies involved with property development 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, facility use, signage, etc.).



POSITION TITLE	STATUS
Assistant Director of Public Services	Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	Salary Range: \$76,000 - \$90,000
SUPERVISES Supervisor Foreman, Bus Driver, Event Coordinator, Facility Manager	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #156

- Prepare with the assistance of the Township Administrator, appropriate financial 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.
- Oversees the multi-year capital plan for Parks and Roads.
- Oversees the Township Accreditation process through the APWA.
- 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 ensure 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.
- Ability to demonstrate a high degree of ethics, integrity and discretion. Ability to serve as a member of a senior management team.
- 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 maintain effective working relationships with Township's senior leadership team, Board of Trustees, employees, boards and commissions, other agencies and the general public.



POSITION TITLE Assistant Director of Public Services	STATUS Full Time – Exempt
REPORTS TO Assistant Administrator of Operations and Engagement	Salary Range: \$76,000 - \$90,000
SUPERVISES Supervisor Foreman, Bus Driver, Event Coordinator, Facility Manager	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #156

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- A bachelor's degree in Parks and Recreation, public administration, or a related field and five (5) years of responsible experience in parks and/or recreation management, stormwater infrastructure management, and/or road infrastructure management.
- Must have experience which demonstrates an understanding of basic budgeting and fund accounting.
- Must possess a valid Driver's License.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE Event Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$45,000 - \$67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	Minimum Education: Associate's Degree
NUMBER OF POSITIONS: 1	JOB ID: #157

PURPOSE:

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

SCOPE:

The Event Coordinator will perform all duties in a positive and professional manner, providing smooth operations of the Township's Parks and Recreation activities, facilities and programs while promoting a warm and welcoming atmosphere. The Event Coordinator will be expected to supervise special events as directed outside of the normal weekday schedule as needed.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include all duties, but not limited to the following:

- Programming:
 - a) Develop, manage, promote, and implement a variety of activities, camps, 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) Coordinate with the Communications Specialist for all press releases, flyers, inserts, class descriptions, newsletters, program calendars and posting information on social media and the website.
 - b) Donation and sponsor recruitment.
 - c) 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 for the Public Services Department.
 - b) Conduct introductions/orientation and assists with program registration.
- Event Supervision:
 - a) Monitors applicable facilities, equipment, and supplies pre-, during and post- event.
 - b) Enforces a safe, clean, and appropriate environment.
 - c) Coordinates scheduling, security, and clean up while cooperatively working with staff 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.



POSITION TITLE Event Coordinator	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$45,000 - \$67,000
SUPERVISES Event Set-Up Workers; Summer Camp Director	Minimum Education: Associate's Degree
NUMBER OF POSITIONS: 1	JOB ID: #157

- Strong oral and written communication skills.
- Computer skills required may include third-party software, the Microsoft Office Suite, and social media platforms.
- Computer skills desired include basic graphic design.
- An associate degree, or equivalent experience, with the ability to obtain CPR and AED certification. Bachelor's degree preferred.
- Must possess a valid Driver's License.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

**PHYSICAL & MENTAL
REQUIREMENTS:**

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

Updated August 22, 2023



POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$45,000 - \$67,000
SUPERVISES Facility Maintenance Worker (PT)	Minimum Education: Associate's Degree
NUMBER OF POSITIONS: 1	JOB ID: #158

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.

ESSENTIAL 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
 - Building equipped fire suppression equipment (e.g., kitchen hoods, sprinkler systems, fire extinguishers, etc.)
 - Irrigation
 - HVAC
 - Roofs
 - Facades
 - Gutters
 - Other systems related to building maintenance
- 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



POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$45,000 - \$67,000
SUPERVISES Facility Maintenance Worker (PT)	Minimum Education: Associate's Degree
NUMBER OF POSITIONS: 1	JOB ID: #158

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
REQUIREMENTS:**

- 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
REQUIREMENTS:**

- 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



POSITION TITLE Facility Manager	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$45,000 - \$67,000
SUPERVISES Facility Maintenance Worker (PT)	Minimum Education: Associate's Degree
NUMBER OF POSITIONS: 1	JOB ID: #158

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 to work at other than regular hours when needed to perform the duties of the position.

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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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Supervisor Foreman	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #159

PURPOSE:

The Supervisor Foreman is responsible for all phases of the Public Services operations including highway, parks, buildings, 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. Reports employee problems, attendance control, evaluation of work performance and costs to the Assistant Director of Public Services. 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 assistant director, temporarily or permanently.

ESSENTIAL ROLES & RESPONSIBILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate heavy equipment such as: excavator, grader, backhoe, tractor, mower, dump truck, snow plow, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Performs quality control inspections.
- Maintains and repair physical facilities including water, sewer and irrigation pipelines, fire hydrants, machines and grounds; trim trees, shrubs and brush; spray chemicals as needed; paint, clean and lubricate pumps, motors and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.
- Prepares work documentation and reports and completes other necessary paperwork, such as customer service orders and complaint forms. Monitors and coordinates the work of Maintenance Workers, part-time and seasonal employees and assists with their employee performance evaluations.

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.



POSITION TITLE Supervisor Foreman	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #159

- 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
REQUIREMENTS:**

- High School Graduate or equivalent. A valid Commercial Driver’s License (CDL – Class A).
- 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
REQUIREMENTS:**

- 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:

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Maintenance Worker 2	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 13	JOB ID: #160

PURPOSE:

The Maintenance Worker is responsible for performing skilled maintenance of the Public Services operations including highway, parks, buildings, grounds, and cemetery maintenance.

SCOPE:

Maintenance of Township roads, grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate heavy equipment such as: excavator, grader, backhoe, tractor, mower, dump truck, snow plow, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Maintains and repair physical facilities including roads, ditches and highways, storm, sewer and irrigation pipelines/catch basins, fire hydrants, machines and grounds; trim trees, shrubs and brush; spray chemicals as needed; paint, clean and lubricate pumps, machines and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.
- Prepares work documentation and reports and completes other necessary paperwork, for the Supervisor Foreman.

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.



POSITION TITLE Maintenance Worker 2	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 13	JOB ID: #160

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- A valid Commercial Driver’s License (CDL-Class A).
- Six (6) 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
REQUIREMENTS:**

- 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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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Bus Driver	STATUS Part Time – Non Exempt (perm)
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #161

PURPOSE:

In cooperation with, and direction from the Public Services Assistant 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 Assistant 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.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include all duties but not limited to:

- Responsible for the safe, comfortable passage of clients/participants for nutrition site (Center), 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 daily vehicle pre-trip inspection in accordance with ODOT form and Council on Aging Title III transportation specifications.
- 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 Assistant Director.

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.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

- A valid state issued Driver's License.
- Licensing, training and certifications as required by the Council on Aging service specifications for Title III transportation preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- 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.



POSITION TITLE Bus Driver	STATUS Part Time – Non Exempt (perm)
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #161

WORK ENVIRONMENT:

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ACKNOWLEDGEMENT:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Event Setup Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	Salary Range: \$15.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #162

PURPOSE: The Event Setup Worker will be responsible for the general maintenance, setup, and cleanliness of the Senior and Community Center in order to facilitate the effective use or 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 Senior and 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 the 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 REQUIREMENTS:

- 18 years or older.
- Previous experience with janitorial work preferred.
- Must possess a valid State Issued Driver's License.
- High School diploma or equivalent.

PHYSICAL & MENTAL REQUIREMENTS:

- 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



POSITION TITLE Event Setup Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	Salary Range: \$15.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 2	JOB ID: #162

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

SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Seasonal Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$12.00/hour-\$16.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 7	JOB ID: #163

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 roads, grounds and internal buildings.

ESSENTIAL ROLES & RESPONSIBILITIES:

Duties and responsibilities may include all duties but not limited to:

- In a safe and effective manner, operate equipment such as: grader, backhoe, tractor, mower, dump truck, pavement grinder, air hammer, chain saw, paint or striping machine and various other equipment, hand and power tools.
- Maintains and repair physical facilities including roads, ditches and highways, storm, sewer and irrigation pipelines/catch basins, fire hydrants, machines and grounds; trim trees, shrubs and brush; paint, clean and lubricate pumps, machines and related equipment; perform rough carpentry and concrete work; paint buildings and facilities; and perform custodial duties as assigned.
- Opens and closes Township facilities. Set-up and breakdown of equipment, fixtures and decorations for Township events.
- Manually shovels and moves road salt, dirt, snow, etc.; descend ladders into trenches or drywells or climb to elevated positions; and climb in and out of heavy equipment.
- Conducts work in all kinds of weather. Requires working safely in confined spaces and dangerous situations such as flagging in heavy traffic, working in trenches, ditches and overflowing creeks. Work with color-coded maps and drawings.
- Interfaces with computer systems to enter data or prepare reports. Maintains various programs/data on computer such as daily work logs and maintenance programs.
- Utilizes manufacturers' instructions to accomplish tasks.
- Performs all duties in a safe manner and per applicable Federal, State and local rules and regulations.

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 defects 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.



POSITION TITLE Seasonal Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$12.00/hour-\$16.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 7	JOB ID: #163

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- A valid State Driver’s License
- High School diploma or equivalent

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE Summer Camp Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	Salary Range: \$15.00/hour-\$17.00/hour
SUPERVISES Summer Camp Assistant Director; Summer Camp Counselors	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #164

PURPOSE:

The Summer Camp Director is responsible for the development and coordination of the Township's Youth Summer Camp Program and other summer events.

SCOPE:

Development and administration of activities associated with the summer camp program and other summer events.

ESSENTIAL ROLES & RESPONSIBILITIES:

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, assisting the Event Coordinator with the 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 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 REQUIREMENTS:

- 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 REQUIREMENTS:

- 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



POSITION TITLE Summer Camp Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Event Coordinator	Salary Range: \$15.00/hour-\$17.00/hour
SUPERVISES Summer Camp Assistant Director; Summer Camp Counselors	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #164

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

Updated August 22, 2023



POSITION TITLE Summer Camp Assistant Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	Salary Range: \$14.00/hour-\$16.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #165

PURPOSE:

The Summer Camp Assistant Director is responsible for assisting in the development and coordination of the Township's Youth Summer Camp Program and other summer events.

SCOPE:

Development and administration of activities associated with the summer camp program and other summer events.

ESSENTIAL 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 REQUIREMENTS:

- 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 REQUIREMENTS:

- 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



POSITION TITLE Summer Camp Assistant Director (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	Salary Range: \$14.00/hour-\$16.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #165

to enable individuals with disabilities to perform the essential functions.

**EMPLOYEE
ACKNOWLEDGEMENT:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Summer Camp Counselor (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	Salary Range: \$11.00/hour-\$14.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 6	JOB ID: #166

PURPOSE:

The Summer Camp Counselor is responsible for assisting in the development and coordination of the Township's Youth Summer Camp Program and other summer events.

SCOPE:

Development and administration of activities associated with the summer camp program and other summer events.

ESSENTIAL 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 REQUIREMENTS:

- 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 REQUIREMENTS:

- 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.



POSITION TITLE Summer Camp Counselor (PT)	STATUS Part Time – Non Exempt
REPORTS TO Summer Camp Director	Salary Range: \$11.00/hour-\$14.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 6	JOB ID: #166

**EMPLOYEE
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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Facility Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Facility Manager	Salary Range: \$12.00/hour-\$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #167

PURPOSE:

Under the direction of the Facility Manager, the Facility 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, senior center, fire stations and other Township owned properties as needed.

SCOPE:

Maintenance of Township equipment, machinery, facilities and accessory buildings.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include all duties but not limited to:

- Assist with preventative maintenance and repairs for building systems, including:
 - a) Pest Control
 - b) Elevator
 - c) Generators
 - d) Boilers
 - e) Irrigation
 - f) HVAC
 - g) Basic carpentry repairs
 - h) Basic plumbing repairs
 - i) Basic electric repairs
 - j) Other repairs within scope of knowledge
- Minor repairs to small motors and heating and cooling systems.
- Paints interior and exterior walls.
- Replaces floor and ceiling tiles.
- Replaces light bulbs and repairs fixtures.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Ability to make minor repairs on facility related equipment.
- Good physical condition with no serious defects of vision, hearing, or members.
- Skill and care in the operating of motor vehicles.
- Knowledge of building grounds, and facility 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 REQUIREMENTS:

- High school degree or equivalent. Valid state issued Driver's License.
- A Certified Facility Manager (CFM) preferred.
- Certifications in skilled trades such as HVAC, electrical, plumbing, etc. is preferred.

PHYSICAL & MENTAL REQUIREMENTS:

- 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



POSITION TITLE Facility Maintenance Worker (PT)	STATUS Part Time – Non Exempt
REPORTS TO Facility Manager	Salary Range: \$12.00/hour-\$17.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 1	JOB ID: #167

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

Updated August 22, 2023



POSITION TITLE Litter Laborer (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$15.00/hour-\$18.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 3	JOB ID: #168

PURPOSE:

The primary purpose of the Litter Pick Up Laborer is to collect refuse and debris along the Township's various commercial corridors within the Right of Way.

SCOPE:

Litter and trash removal throughout Colerain Township.

ESSENTIAL 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 REQUIREMENTS:

- High school degree or equivalent.
- Valid state driver's license.

PHYSICAL & MENTAL REQUIREMENTS:

- 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.



POSITION TITLE Litter Laborer (PT)	STATUS Part Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: \$15.00/hour-\$18.00/hour
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: 3	JOB ID: #168

**EMPLOYEE
ACKNOWLEDGEMENT:**

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SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Communications Specialist	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$56,000-\$76,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #170

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.

ESSENTIAL 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 upon 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 and may serve as Public Information Officer within the ICS.
- Will assist the Public Information Officers for the Police and Fire Department, when necessary.
- Works with Department Directors 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.
- Coordinates messaging on external marques.
- Works with local media outlets to share news about current events, programs and practices with the Township.



POSITION TITLE Communications Specialist	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$56,000-\$76,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #170

- Produces various media content, including Township podcast and other videos to enhance Colerain Township's ability to communicate to residents.
- Other duties as assigned.

**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
REQUIREMENTS:**

- 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 a deep understanding of governmental systems.
- Highly proficient with computer systems (including Microsoft Office applications), with advanced presentation skills.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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.



POSITION TITLE Communications Specialist	STATUS Full Time – Exempt
REPORTS TO Township Administrator	Salary Range: \$56,000-\$76,000
SUPERVISES N/A	Minimum Education: Bachelor’s Degree
NUMBER OF POSITIONS: 1	JOB ID: #170

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

Updated August 22, 2023



POSITION TITLE Management Analyst	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$40,000-\$60,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #171

PURPOSE:

The Management Analyst is responsible for serving as the first line of communication between residents and the Township on non-public safety related items. They are also responsible for processing zoning permits received at the front desk and various special projects and administrative tasks as assigned.

SCOPE:

The employee will perform a variety of routine clerical, secretarial and administrative work in the administration of various components special projects for the organization. The employee serves as the first contact and first impression of Colerain Township's Administration and Development. 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 Police Department with input of code enforcement complaints into Customer Service Request (CSR) system.
- Liaison with Code Enforcement and Environmental Crimes Unit to gain knowledge of any "problem" areas.
- Process payments/revenue for Development 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.
- Manages special project assignments.
- 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.



POSITION TITLE Management Analyst	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$40,000-\$60,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #171

- Develop and enhance department operations performance data systems.
- Other duties as assigned.

**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.
- 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
REQUIREMENTS:**

- Bachelor's degree in Public Administration of a similar field plus at least two (2) years of general office experience which must include working collaboratively with the public and co-workers or a Master's Degree in Public Administration or a similar field.
- Must have a working knowledge of Microsoft Office – Word, Outlook, Excel, PowerPoint and other software programs.
- Valid state driver's license.
- Prior experience working in a local government is preferred.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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 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.



POSITION TITLE Management Analyst	STATUS Full Time – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$40,000-\$60,000
SUPERVISES N/A	Minimum Education: Bachelor’s Degree
NUMBER OF POSITIONS: 1	JOB ID: #171

**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

Updated August 22, 2023



POSITION TITLE Management Analyst Intern	STATUS Temporary – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$15.00 per hour
SUPERVISES N/A	Minimum Education: H.S. Diploma
NUMBER OF POSITIONS: 1	JOB ID: #172

PURPOSE:

Under direction of the Assistant Administrator of Operations and Engagement, 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.

ESSENTIAL 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 REQUIREMENTS:

- 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.



POSITION TITLE Management Analyst Intern	STATUS Temporary – Non Exempt
REPORTS TO Assistant Township Administrator-Operations/Engagement	Salary Range: \$15.00 per hour
SUPERVISES N/A	Minimum Education: H.S. Diploma
NUMBER OF POSITIONS: 1	JOB ID: #172

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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

Updated August 22, 2023



POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	Salary Range: \$80,000-\$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #180

PURPOSE:

The position of the Development Director reports directly to the Assistant Township Administrator of Finance and Development to advance the development interests of the Township, including residential, commercial, retail, and industrial sectors.

SCOPE:

Under the supervision of the Assistant Township Administrator, this position will perform a variety of routine and complex tasks such as: oversight of the zoning function, program management, and business attraction, retention, and expansion.

ESSENTIAL 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 and civic groups of Colerain Township.
- Recruits and retains businesses into the community.
- Leads economic development efforts of the Township.
- 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 the Executive Director to the Colerain Township Community Improvement Corporation.
- Coordinates any business recognition programs.
- Manages economic development contracts, reporting and 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 and implements a strategic plan for business retention, expansion, and attraction.
- Coordinates with other departments and development agencies, public and private, to streamline the business development process.
- Conducts charettes with community members on key property redevelopments and long-term neighborhood visioning.
- Program administration for residential redevelopment activities, including any façade repair programs.
- Leads and works to establish business improvement districts throughout the Township.
- Other duties as assigned.



POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	Salary Range: \$80,000-\$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #180

**CRITICAL SKILLS /
EXPERTISE:**

- Computer skills preferably experienced in Microsoft Office Suite; ArcGIS, Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient customer service delivery to stakeholders, staff and elected officials.
- Ability to apply Township policies and procedures.
- Ability to read and interpret codes.
- Ability to organize and maintain records and analyze data.
- 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 land use.
- 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;
- Ability to network and form relationships with community organizations and individuals to further department goals.
- Ability to demonstrate a high degree of ethics, integrity and discretion. Ability to serve as a member of a senior management team.
- 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 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
REQUIREMENTS:**

- A valid state driver's license.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Public Administration, Public Affairs, 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 five (5) 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
REQUIREMENTS:**

- 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.



POSITION TITLE Development Director	STATUS Full Time – Exempt
REPORTS TO Assistant Township Administrator – Finance/Development	Salary Range: \$80,000-\$100,000
SUPERVISES Planning/Development Officers, Zoning Administrator	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #180

- 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 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 includes 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.

SIGNATURE

PRINTED NAME

Updated August 22, 2023



POSITION TITLE Zoning Administrator	STATUS Full Time – Exempt
REPORTS TO Development Director	Salary Range: \$56,000-\$76,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #181

PURPOSE:

The position of the Zoning Administrator reports directly to the Development Director 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 Development Director 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.



POSITION TITLE Zoning Administrator	STATUS Full Time – Exempt
REPORTS TO Development Director	Salary Range: \$56,000-\$76,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #181

- Send out requests for review of zone and map amendment applications to appropriate county and state agencies.
- 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
REQUIREMENTS:**

- 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.
- Extensive knowledge in geographic information systems (GIS).
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Public Administration, Public Affairs, or related field.



POSITION TITLE Zoning Administrator	STATUS Full Time – Exempt
REPORTS TO Development Director	Salary Range: \$56,000-\$76,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #181

- Must possess a minimum of three (3) to five (5) years of relevant experience (with a preference of two (2) years of supervisory experience) which evidences the knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

PHYSICAL & MENTAL REQUIREMENTS:

- 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 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:

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	Salary Range: \$40,000-\$60,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 2	JOB ID: #182

PURPOSE:

The position of Planner reports directly to the Development Director to assist in the compliance of the Township's Vacant Registries, with preparation of materials for the Zoning Commission and Board of Zoning Appeals, production of graphic content for various departments (including GIS) and permitting.

SCOPE:

Under general supervision, assists the Development Director in the performance of planning duties and other zoning matters related to amendments, enforcement, and other activities incumbent upon the Development Department.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- Administer the Vacant Foreclosed Property Registry Program and Vacant Building Maintenance License Program.
- Process and set up files for incoming cases to the Board of Zoning Appeals and Zoning Commission, send notices to applicants of the scheduled hearing/meeting dates, and maintain files through the process.
- Process incoming zoning certificate applications for approval by the Development Director.
- Send out requests for review of zone and map amendment applications to appropriate county and state agencies.
- 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.
- Assists in matters dealing with zoning, including advising the public concerning the rules and regulations.
- Assists in review of plans submitted for issuance of zoning certificates and other matters affecting and relating to zoning.
- Assists in collection of data required for special projects.
- Assists in review of zoning maps and preparation of studies and reports for projects as assigned.
- Assist all departments in their use of Geographic Information Systems as needed.
- Assist all departments in data analysis, display and interpretation as needed.
- Perform other duties as required or 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,



POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	Salary Range: \$40,000-\$60,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 2	JOB ID: #182

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 zoning.
- 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.
- 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.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- A valid state driver's license.
- Ability to obtain AICP certification.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, Public Administration, Public Affairs, or a related field.
- Must possess relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

**PHYSICAL & MENTAL
REQUIREMENTS:**

- 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:

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POSITION TITLE Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	Salary Range: \$40,000-\$60,000
SUPERVISES N/A	Minimum Education: Bachelor’s Degree
NUMBER OF POSITIONS: 2	JOB ID: #182

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:**

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PRINTED NAME

Updated August 22, 2023



POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	JOB ID: #999

PURPOSE:

The Laborer is responsible for performing semi-skilled maintenance of the Township facilities including garages, offices, public spaces and entrances, senior center and other facilities.

SCOPE:

Maintenance of Township grounds and internal buildings.

ESSENTIAL 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 and lower flags.
- 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 REQUIREMENTS:

- 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 REQUIREMENTS:

- 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



POSITION TITLE Laborer (replaces Custodian/Maintenance Worker 1)	STATUS Full Time – Non Exempt
REPORTS TO Assistant Director of Public Services	Salary Range: Per CBA
SUPERVISES N/A	Minimum Education: H.S. Diploma/GED
NUMBER OF POSITIONS: Varies	JOB ID: #999

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

Updated August 22, 2023

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the _____ day of August, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION AMENDING ROSTER AND JOB DESCRIPTIONS

WHEREAS, the Board of Trustees sets the policy direction for Colerain Township employees and residents; and;

WHEREAS, Colerain Township Roster and Job Descriptions requires an updated and amended version to be formally adopted by the Board of Trustees; and;

WHEREAS, Colerain Township has determined that it is in the best interest of the operation to update and review all job descriptions within the organization to make improvements, corrections and updates as it pertains to the duties and assignments of the employees; and;

WHEREAS, attached to this resolution is a copy of all job descriptions for positions in Colerain Township and each job description should mirror a position on the Roster; and;

WHEREAS, any subsequent changes to the organizational roster or job descriptions shall be brought to the Board of Trustees for formal approval, prior to implementation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. The Township Roster and Job Descriptions be formally adopted by the Board of Trustees; and
2. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
4. That this Resolution shall be effective at the earliest date allowed by law.

Trustee_____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich_____, Mr. Unger_____, Mr. Wahlert_____

ADOPTED this ____ day of August, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeffrey Baker,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of August, 2023.

Jeffrey Baker
Colerain Township Fiscal Officer

ADMINISTRATION

Department: Administration
Department Director: Jeff McElravy, Assistant Administrator

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services
Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes
Strategic Goal #4: Continuously Improve the Operations of the Township
Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets

Resolution Authorizing the Adoption of Amended Appropriations Recommend ADOPTION of the Resolution.

Rationale:

This Resolution would increase appropriations in six funds for a variety of purposes.

In Fund 2111 (Fire), it would increase appropriations to allow for the acceptance and implementation of two grants. The first grant is for \$372,603.64 for the Ohio First Responder Recruitments, Retention, and Resilience Program. The second is a grant of up to \$20,000 toward the acquisition of an ambulance.

In Fund 2081 (Police), it would increase appropriations by a total of \$761,479.01. \$756,479.01 of this total is for the capital lease, upfit, and first debt service payment on eight Chevy Tahoes. The remaining \$5,000 is for postage, which has exceeded budget due to the Police Department's increased efforts around code enforcement and rental registration.

In Fund 2274 (American Rescue Plan), it would increase appropriations by \$56,000, which is interest that has been earned on the pooled balance from the portion of the grant that has not yet been expended. Those funds would continue to be used to offset salaries.

In Fund 1000 (General Fund), it would increase appropriations by \$105,133. \$20,000 of that total would be for nuisance abatement, again as a result of the Police Department's increased efforts around code enforcement, \$40,133 to account for a fire escrow payment that should be due this year, \$40,000 for medical and dental insurance, and \$5,000 for postage.

In Fund 2911 (Parks), it would increase appropriations by \$26,000 to fully fund the playground project at Colerain Park. This was originally approved by the Board of Trustees at its March 14, 2023 meeting.

In Fund 2031 (Road and Bridge), it would increase appropriations by \$25,465 to fully fund the bus pull-off project on Colerain Avenue. This was originally approved by the Board of Trustees at its May 9, 2023 meeting.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of August 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Ms. Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 23

**RESOLUTION AUTHORIZING THE ADOPTION OF AMENDED APPROPRIATIONS
AND AMENDING THE 2023 STRATEGIC PLAN AND BUDGET**

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, does hereby agree to:

Section 1: Authorize the Colerain Township Fiscal Officer to prepare and submit a schedule of amended appropriations for the year ending December 31, 2023, to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	2023 APPROPRIATIONS
1000	General Fund	\$7,454,267
2011	Motor Vehicle License Tax	\$191,197
2021	Gasoline Tax	\$1,213,325
2031	Road and Bridge	\$1,234,177
2081	Police District	\$12,336,239
2111	Fire District	\$15,325,254
2181	Zoning	\$293,545
2231	Permissive Motor Vehicle License Tax	\$653,760
2261	Law Enforcement Trust	\$439,175
2271	Enforcement and Education	\$4,000
2274	American Rescue Plan	\$7,552,967
2281	Ambulance And Emergency Medical Services	\$1,506,803
2401	Special Assessment - Lighting Districts	\$165,360
2402	CDBG Sidewalk Maintenance Fund	\$50,457
2901	TIF - Kroger	\$347,910
2902	Recycling Incentive	\$113,819
2903	TIF - Colerain Towne Center	\$557,825
2904	TIF - Duke	\$216,000
2905	TIF- Northridge	\$1,500
2906	Sidewalk Waiver	\$250,000
2908	CDBG Com Dev Block Grant	\$150,000
2911	Parks & Services	\$1,255,077
2912	Community Center	\$286,844
2913	TIF- Abbeytown	\$100
2914	TIF- Hunter's Ridge	\$600

2915	TIF- Lake Gloria	\$250
2916	TIF- Crosley Meadows	\$100
2917	TIF- Copper Creek	\$4,000
3101	Bond Retirement	\$1,305,556
4101	Capital Project- Fire Fund	\$15,100,000
6001	Self-Insurance Fund	\$2,683,865

Trustee _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Ms. Ulrich _____, Mr. Unger _____, Mr. Wahlert _____,

ADOPTED this _____ day of August 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Daniel Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann (0081467)
Colerain Township Law Director
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this ____ day of August 2023. I hereby certify that funds are available and have been lawfully appropriated, authorized or directed for the purposes identified in the attached resolution, and are in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrance.

Jeff Baker,
Colerain Township Fiscal Officer

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services

Promotion - Full-Time Firefighter/EMT - Department of Fire and EMS - Charles Graham - \$20.86 per hour
Recommend approval of all consent items.

Rationale:

The position of Firefighter/Paramedic was posted, applications were received, and interviews conducted. A conditional offer of employment was extended to the following individual:

- Charles Graham

The wage for this job is \$20.86 per hour. Contingent upon Board approval, Charles Graham would be eligible to begin work September 3, 2023.

**COLERAIN TOWNSHIP
EMPLOYEE STATUS CHANGE**

EMPLOYEE PROFILE

Employee Name: Charles Graham Department: Fire & EMS
Board Approved Date: _____ Date Effective: 09/04/23

EMPLOYMENT CHANGES

New Hire: ☐ Job Title: _____ Supervisor: Chief Walls
Rehire: ☐
Part-Time: ☒ Start Date: _____ End Date: 09/03/23
Full-Time: ☒ Start Date: 09/04/23 End Date: _____

CLASSIFICATION CHANGES

Change	Old Information	New Information
Transfer: ☐	Title/Dept: _____	Title/Dept: _____
Promotion: ☒	Title/Dept: <u>Part-Time Firefighter/EMT</u>	Title/Dept: <u>Full-Time Firefighter/EMT</u>
Demotion: ☐	Title/Dept: _____	Title/Dept: _____
Title: ☐	Title/Dept: _____	Title/Dept: _____
Compensation	Hourly Wage/	Hourly Wage/
Salary: ☒	Salary: <u>\$16.99 per Hour</u>	Salary: <u>\$20.86 per Hour</u>
Status: _____	Status: <u>Part-Time</u>	Status: <u>Full-Time</u>

Other changes: _____

Lay Off: ☐ Retirement: ☐ Resignation: ☐ Termination: ☐

Items Returned: Purchasing Card ☐ Keys ☐ Badge ☐ Laptop/iPad ☐ Township Issued Gear ☐

Term Benefits: Medical ☐ Dental ☐ Vision ☐ EAP Voluntary ☐ Life ☐

Eligible for Notice of COBRA Rights? _____ Date Processed: _____

ADDITIONAL COMPENSATION/BENEFITS INFORMATION

Please List Any Additional Changes in Compensation or Benefits: _____

VERIFICATION OF CHANGES

Director Signature: _____ Date: _____ Verify Final ☐ Payout
Finance Director Signature: _____ Date: _____

CONSENT ITEMS

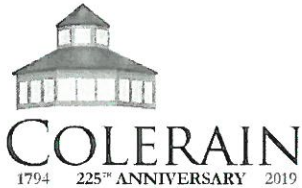
Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services

New Hire - School Safety Officer - Police Department - William Nastold Sr. - \$35.00/hour

Rationale:
The position of School Safety Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: William Nastold Sr.

The wage for this job is \$35.00 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on August 23, 2023. This is a contracted part-time position from the Northwest Local School District agreement.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy Date of Trustee Approval 8/22/2023

Job Code: 153 – School Safety Officer Position Number: 4115- School Safety Officer

Status: ☐ Full Time ☒ Permanent ☐ FLSA Exempt ☐ CBA Position
☒ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☒ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: William Nastold Sr.

Hourly rate: \$35.00 Employee Supervisor: Lt. Dean Doerflein

Min/Max hours/week: 40

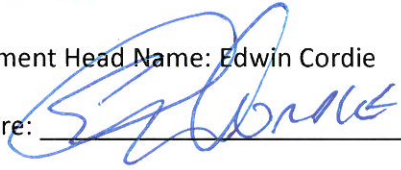
Proposed start date: 08/23/2023 Eligibility Date: 08/23/2023

Tentative schedule of hours: 40 hours per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: NA

Department Head Name: Edwin Cordie

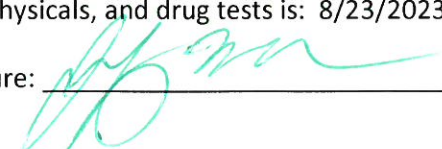
Signature: 

Date: 8/15/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 8/23/2023

Administrator Signature: 

Date: 8/16/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☒ Social media

☒ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: Ongoing Process

Date posting closed: Ongoing Process

Interview Committee: Alex Meloy, Mike Mondillo, Jake McElvogue

Interview dates: 7/15/2023

Number of applications: 15

Number of candidates interviewed: 5

CONSENT ITEMS

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services

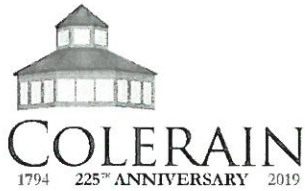
New Hire - Police Officer - Police Department - Anthony Hatcher - \$40.38/hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Anthony Hatcher.

The wage for this job is \$40.38 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on August 23, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy Date of Trustee Approval 8/22/2023

Job Code: 146 – Uniformed Police Officer Position Number: 4116 - Uniformed Police Officer

Status: ☒ Full Time ☒ Permanent ☐ FLSA Exempt ☒ CBA Position
☐ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☐ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Anthony Hatcher

Hourly rate: \$40.38 Employee Supervisor: Lt. Dean Doerflein

Min/Max hours/week: 40

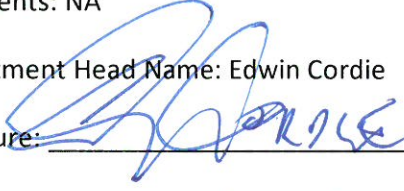
Proposed start date: 08/23/2023 Eligibility Date: 08/23/2023

Tentative schedule of hours: 40 hours per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: NA

Department Head Name: Edwin Cordie

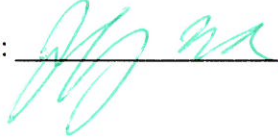
Signature: 

Date: 8/15/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 8/15/2023

Administrator Signature: 

Date: 8/16/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☒ Social media

☒ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: Ongoing Process

Date posting closed: Ongoing Process

Interview Committee: Alex Meloy, Mike Mondillo, Jake McElvogue

Interview dates: 6/15/2023

Number of applications: 125

Number of candidates interviewed: 80

CONSENT ITEMS

Department: Police
Department Director: Ed Cordie, Police Chief

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services

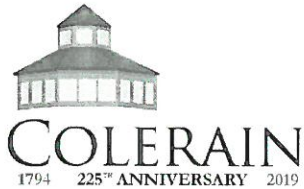
New Hire - Police Officer - Police Department - Larry Jaycox - \$37.50/hour

Recommend approval of all consent items.

Rationale:

The position of Police Officer was posted, applications were received and interviews conducted. A conditional offer of employment was extended to the following individual: Larry Jaycox.

The wage for this job is \$37.50 per hour for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on August 23, 2023.



NEW HIRE AUTHORIZATION

TO BE COMPLETED BY HUMAN RESOURCES

- ☐ New position - Date of Trustee Approval
☐ Reconfiguration of position - Date of Trustee Approval
☒ Replacement existing vacancy Date of Trustee Approval 8/22/2023

Job Code: 146 – Uniformed Police Officer Position Number: 4117- Uniformed Police Officer

Status: ☒ Full Time ☒ Permanent ☐ FLSA Exempt ☒ CBA Position
☐ Part Time ☐ Temporary/Seasonal ☒ FLSA Non-Exempt ☐ Non-CBA Position

TO BE COMPLETED BY HIRING DEPARTMENT HEAD

Employee name: Larry Jaycox

Hourly rate: \$37.50

Employee Supervisor: Lt. Dean Doerflein

Min/Max hours/week: 40

Proposed start date: 08/23/2023

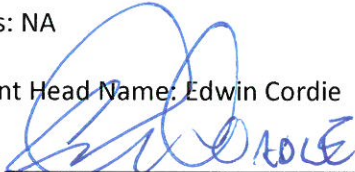
Eligibility Date: 08/23/2023

Tentative schedule of hours: 40 hours per week

Does this position supervise staff? ☐ Yes ☒ No

Comments: NA

Department Head Name: Edwin Cordie

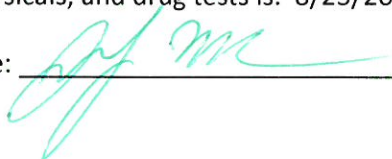
Signature: 

Date: 8/15/2023

TO BE COMPLETED BY THE TOWNSHIP ADMINISTRATOR

The Colerain Township Administrator conditionally approves this hire. This hire shall be fully effective after approval by the Board of Trustees at the next possible Trustee meeting. The employee will be required to serve a probationary period, as defined by the Township Policy Manual or Collective Bargaining Agreement.

For hiring purposes, the employees first eligible start date, pending completion of all necessary background checks, physicals, and drug tests is: 8/23/2023

Administrator Signature: 

Date: 8/16/23

JOB POSTING INFORMATION – TO BE COMPLETED BY HUMAN RESOURCES

The Position was posted on the following locations:

☒ Township Website

☐ Internal Bulletin Board

☒ Social media

☒ Facebook

☐ LinkedIn

☐ Twitter

☐ Other

☐ Newspapers

☒ Other job boards

Hiring Process Timeline:

Date of initial posting: Ongoing Process

Date posting closed: Ongoing Process

Interview Committee: Alex Meloy, Mike Mondillo, Jake McElvogue

Interview dates: 6/15/2023

Number of applications: 125

Number of candidates interviewed: 80

CONSENT ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Contract - Zix - Office 365 - \$118 - 2 Months

Recommend approval of all consent items.

Rationale:

The attached agreement with Zix will allow for an additional 5 Microsoft 365 licenses. The term of the agreement is 2 months to align these subscriptions with our existing agreements with Zix. This contract will cost \$118.

Document No.: Q-110425-20230811-1809

Version #:Q-110425 - 1

55 Network Drive, 1st Floor
Burlington, MA 01803
Phone: (781) 933-6110

Bill to:

Colerain Township
4200 Springdale Rd
Cincinnati, OH 45251-1419
US

Billing Contact Information

Name: Robert Shepherd
Phone: 513-923-5007
Email: rshepherd@colerain.org



Issue Invoice



Initiate Credit Card Payment

Date: August 11, 2023
Expires On: September 10, 2023
Payment Terms: Net 30
Email Domains: colerain.org

Ship to:

Colerain Township
4200 Springdale Rd
Cincinnati, OH 45251-1419
US

Technical Contact Information

Name: Robert Shepherd
Phone: 513-923-5007
Email: rshepherd@colerain.org

Purchase Order No.:

(If P.O. No. provided, please attach copy of P.O.)

Acct Exec.: Michael Salvatore
Order Type: Upsell

Product	Qty / No. of Users	Term (mos.)	Sales Price	Extended Price
Microsoft 365 Business Standard, Annual	5	2	\$23.75	\$118.75
NCE				
			Total:	\$118.75

Total: \$118.75

Do not pay, this is not an invoice

1 Payment Schedule:

First Year Total	\$118.75
Grand Total	\$118.75

2 Special Terms:

For clarity, the term of this Services Agreement is from 8/17/2023 to 10/17/2023 With the additional users in this order, the number of licensed users for Customer now totals 127 users for Microsoft Business Standard services. All amounts are invoiced upon execution of this Services Agreement as described in Item 3, 'Invoicing and Payment'.

3 Invoicing & Payment:

This Services Agreement is entered into between ZixCorp Systems, Inc. for and on behalf of itself and its affiliates, which may provide Services hereunder ("Zix"), and the legal entity set out below. You represent and warrant that you have the authority to bind that entity (henceforth the terms "You" and "Your" throughout shall refer to such entity) to the subscriptions for Zix and third party services set herein (the "Services"). By signing below, acceptance of these terms by email, issuance of a non—cancellable purchase order for the amounts set forth herein, or by your use of the Services, you are entering into a subscription for the Services (including licenses related thereto) indicated on the face of this Services Agreement for the committed term ("Term"). Zix may issue invoices or initiate credit card payments, if applicable, upon the execution of this Services Agreement, and you agree to pay all invoices in U.S. dollars (or other currency specified herein) within the number of days specified under 'Payment Terms' on page 1 of this Services Agreement, or if nothing is specified, thirty (30) days from your receipt of a Zix invoice. Fees for the Services ("Fees") are due for payment at the beginning of each Term, unless otherwise stated on the Services Agreement, with the Term beginning on the thirtieth (30th) day following the date of this Services Agreement or, if earlier on the date the installation is completed and/or the services are initiated and made available to you. Installation and availability will occur and may be billed, on a service-by-service basis.

Zix provides bundled services, and it may reallocate pricing among Services for tax purposes. This means that line items on your invoice may not match this Services Agreement or your purchase order, although the total Fees for the Services will remain the same.

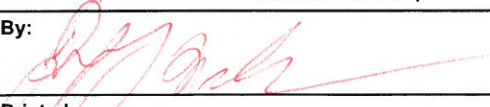
Secure Cloud terms: If you purchase and/or manage Services through the Zix Secure Cloud Portal ("Portal"), any changes to your Services you make are subject to the options and applicable terms and conditions provided in the Portal at such time, including applicable subscription term options (as such may be amended by Zix from time to time). If your Services include any services which are provisioned or managed through the Portal on a monthly subscription, or you subscribe to a Microsoft service in-conjunction with any other Services, you expressly acknowledge and agree that all such Services (including, without limitation, Microsoft Cloud Services) will be subject to automatic renewal at the end of the selected Term without the requirement for any further notice or action. Each such subscription will automatically extend (as binding fixed-term commitments) for subsequent fixed periods matching the Term selected by you for those Services (each, a "renewal period") and no cancellation or refund will be available unless written notice of non-renewal is provided no less than thirty (30) days prior to the end of the current Term. Such notice of non-renewal must be provided to Zix at Zix-customersuccess@opentext.com.

4 Taxes; F.O.B. Upon presentation of invoices by Zix, the Customer agrees to pay any tariffs, duties, or taxes imposed or levied by any government or governmental agency, including without limitation, federal, state, and local sales, imposed use, value-added, and personal property taxes (other than franchise and income taxes imposed on Zix's net income). Products are sent F.O.B. shipping location.**5 SALES AND USE TAX - MARK (X) ONE OF THE FOLLOWING:** If no box is checked, sales and use tax will be charged. You will be charged sales and use tax upon invoicing. For tax purposes only, the pricing and discounts outlined on the first page of this Services Agreement may be allocated to the various components of the Zix solution on the invoice. This is done for tax purposes only and does not change the pricing or payment terms of the Agreement.

A. ☐ Invoice sales tax to Customer.

B. ☐ The customer is a tax-exempt organization (please attach a state tax exemption certificate to the contract). The customer name on the certificate and the services agreement should be the same. No sales and use tax will be included on the invoice.

6 Other than as expressly set out in this Services Agreement, this Services Agreement and your use of the Services are governed by the applicable terms and conditions (for the service(s) you subscribe for) as set forth at <https://www.carbonite.com/legal/products-and-services-terms> (as such may be amended from time to time). In addition, if you subscribe for any Microsoft services you agree and acknowledge that your use thereof is strictly subject to your acceptance of the Microsoft service terms and operating guide which may be found here <https://www.microsoft.com/licensing/docs/customeragreement>. Any different or additional terms on your purchase orders or other documents are expressly rejected and shall not apply to this Services Agreement, or the Services purchased hereunder.

ZixCorp Systems, Inc.	Colerain Township
By:	By: 
Printed:	Printed: Jeff Wackbach
Title:	Title: Administrator
Date:	Date: 8/16/22