

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Regular Meeting of the Board of Trustees - December 12, 2023

1. **Opening of Meeting**
2. **Executive Session 6PM**
3. **Pledge of Allegiance 7PM**
4. **Meditation (Moment of Silence)**
5. **Approval of Minutes**
6. **Public Hearings**
 - a. Public Hearing for Sidewalk Maintenance Assessments
7. **Citizens Address**
8. **Administrative Reports**
9. **Trustees' Report**
10. **New Business**
 - Public Safety**
 - a. Motion Authorizing Township Administrator to Execute Agreement with Silco for Fire Station 26 and 102 Cameras for \$23,908.76
 - b. Resolution - Ballot Language - Police Department
 - c. Motion to Appoint Members to the Code Enforcement Review Board
 - d. Resolution Declaring Nuisance and Ordering Abatement
 - e. Resolution Declaring a Junk Motor Vehicle - 2101 W. Galbraith Rd - 1 of 5
 - f. Resolution Declaring a Junk Motor Vehicle - 10028 Crusader Dr - 2 of 5
 - g. Resolution Declaring a Junk Motor Vehicle - 10047 Crusader Dr. - 3 of 5
 - h. Resolution Declaring a Junk Motor Vehicle - 11833 Wincanton Dr. - 4 of 5
 - i. Resolution Declaring a Junk Motor Vehicle - 11863 Wincanton Dr. - 5 of 5
 - Public Services**
 - a. Motion to Set Fee Schedule for Public Services for 2024
 - b. Motion to Authorize Township Administrator to Execute Agreement with YMCA for Senior Services
 - c. Motion to Adopt Five Year Road Plan
 - d. Motion Authorizing Township Administrator to Execute a Contract Amendment with Choice One Engineering for the addition of the Right of Way Plans for the

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

Poole Road Sidewalk Project for \$28,500

- e. Motion Authorizing Township Administrator to Execute Agreement with D. R. Horton for Snow and Ice Removal of Crosley Meadows Subdivision

Development

- a. Motion to Appoint Members to the Board of Zoning Appeals
- b. Motion to Appoint Members to the Zoning Commission
- c. Motion to Approve Zoning Department 2024 Fee Schedule
- d. Motion to Approve 2024 Meeting & Submission Dates for the Board of Zoning Appeals
- e. Motion to Approve 2024 Meeting & Submission Dates for the Zoning Commission
- f. Motion to set a Public Hearing for January 2, 2024 re: Zoning Commission Case ZA2023-16, Zoning Text Amendment to Modify Mobile Food Services Regulation
- g. Motion to set a Public Hearing for January 2, 2024 re: Zoning Commission Case ZA2023-17, Zoning Map Amendment from R-6 to B-1 for 3541 & 3551 Banning Road
- h. Motion Authorizing Township Administrator to Execute Agreement with Transformance Realty and Gossman Group for up to \$80,000
- i. Motion Authorizing 90 Day Extension - 9929 Capstan Demolition Agreement
- j. Motion Authorizing 90 Day Extension - 2864 Houston Demolition Agreement

Administration

- a. Motion to Set Organizational and Special Meeting at 6pm on January 2, 2024
- b. Resolution Adopting Sidewalk Maintenance Assessments
- c. Motion to Adopt the 2024 Strategic Plan and Budget Book
- d. Resolution Adopting Organizational Chart and Job Descriptions
- e. Resolution Adopting Temporary Appropriations for Fiscal Year 2024
- f. Resolution Authorizing the Adoption of Amended Appropriations
- g. Motion to Establish a Merit Pool of \$103,106 for Non-Represented Township Employees
- h. Motion to Accept Ohio Plan's Proposal for Property and Casualty Insurance at a Rate of \$351,283
- i. Motion to Appoint Trustee Unger as the representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and Assistant Administrator Mays as the alternate

TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

- j. Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with FOP Blue
- k. Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with FOP Gold

11. Old Business

12. Consent Items

- a. Contract - Silco - Sally Port Camera Repairs - \$1,120
- b. Contract - Addiction Services Council - QRT Support - No Cost
- c. Contract - Cellebrite - Investigative Software - \$6,775 - One Year Term
- d. Donation Acceptance - Administration - From Meijer - \$100
- e. Promotion - Sergeant - Police Department - Officer Nickolas G. Robers - \$43.62 per hour
- f. New Hire - School Safety Officer - Police Department - Eric Franz - \$35.00
- g. New Hire - Recruit - Department of Fire and EMS - \$16.50 per hour
- h. New Hire - Part-Time Firefighter/EMT - Department of Fire and EMS - \$16.99 per hour
- i. New Hire - Part-Time Firefighter/Paramedic - Department of Fire and EMS - \$19.25 per hour
- j. New Hire - Part-Time Paramedic - Department of Fire and EMS - \$17.75 per hour

13. Fiscal Office Report

14. Executive Session – if needed

15. Adjournment

PUBLIC HEARINGS

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

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

Public Hearing for Sidewalk Maintenance Assessments

Recommend ADOPTION of the Motion.

Rationale:

Historically, sidewalks along Colerain Township streets have been maintained by the adjacent property owner. Any defects or maintenance issues with the sidewalks (or driveway aprons) are considered property maintenance violations under the Township's Property Maintenance Code and are to be corrected by property owners.

In 2020, the Township conducted its first phase of the Sidewalk Maintenance Program, funded through CDBG dollars. In 2023, the Township continued to make progress on sidewalk repairs through an additional phase of this program.

This public hearing provides residents with an opportunity to discuss potential assessments that will be issued related to the project. This public hearing is required by state law prior to the Trustee action related to an assessment. The affected residents were sent a letter with information about the program and were provided with the opportunity to complete the work themselves. If the resident completed the work prior to the start of the project, then they would not be included in the program and not receive an assessment.

Attached is a list of addresses with the cost for the work to be completed. The final assessments are spread over a five year timeframe in equal amounts.

Northbrook Neighborhood				
Parcel	Address	S.W/sq. ft.	Driveway Sq. ft.	Total # Blocks
510-0112-0138-00	9937 Loralinda	60		3
510-0112-0139-00	9933 Loralinda	100		5
510-0112-0140-00	9929 Loralinda	20		1
510-0112-0141-00	9925 Loralinda		40	2
510-0112-0142-00	9921 Loralinda	40		2
510-0112-0143-00	9917 Loralinda		40	2
510-0112-0144-00	9913 Loralinda	100	60	8
510-0112-0145-00	9909 Loralinda	20	60	4
510-0112-0146-00	9905 Loralinda	140	40	9
510-0112-0147-00	9901 Loralinda	20		1
510-0112-0149-00	9893 Loralinda	40		2
510-0112-0150-00	9889 Loralinda	20	40	3
510-0112-0152-00	9881 Loralinda	20	100	6
510-0112-0153-00	9877 Loralinda	10	20	2
510-0112-0154-00	9873 Loralinda	20		1
510-0112-0155-00	3248 Orangeburg	40	20	3
510-0112-0157-00	3260 Orangeburg	20		1
510-0112-0158-00	3266 Orangeburg	40	40	4
510-0112-0160-00	3278 Orangeburg	20	40	3
510-0112-0159-00	3272 Orangeburg	40	40	4
510-0112-0162-00	3265 Orangeburg		60	3
510-0112-0163-00	3257 Orangeburg	60	60	6
510-0112-0164-00	3251 Orangeburg	40	40	4
510-0112-0165-00	3245 Orangeburg	40		2
510-0112-0166-00	3239 Orangeburg	60	20	4
510-0112-0167-00	3233 Orangeburg	20	20	2
510-0112-0168-00	3227 Orangeburg	20	40	3
510-0112-0169-00	3221 Orangeburg	20	60	4
510-0112-0170-00	3215 Orangeburg	20		1
510-0112-0171-00	3207 Orangeburg		20	1
510-0112-0172-00	3201 Orangeburg	40		2
510-0112-0173-00	3200 Orangeburg	16		1
510-0112-0174-00	3206 Orangeburg		100	5
510-0112-0175-00	3212 Orangeburg	40		2
510-0112-0176-00	3218 Orangeburg	40		2
510-0112-0177-00	3224 Orangeburg	80	40	6
510-0112-0178-00	3232 Orangeburg	100	20	5
510-0112-0179-00	9865 Loralinda	100	40	7
510-0112-0180-00	9861 Loralinda	20		1
510-0112-0181-00	9857 Loralinda	40	60	5
510-0112-0182-00	9853 Loralinda	40	40	4
510-0112-0183-00	9849 Loralinda	20	40	3
510-0112-0184-00	9845 Loralinda	100	40	7
510-0112-0185-00	9841 Loralinda	20	80	5
510-0041-0016-00	9831 Loralinda	140		7
510-0041-0015-00	9821 Loralinda	100	40	7

Parcel	Address	S.W/sq. ft.	Driveway Sq. ft.	Total # Blocks	M__TOTAL	2024	2025	2026	2027	2028
510-0112-0138-00	9937 Loralinda Dr	52	0	3	\$ 728.00	\$ 145.60	\$ 145.60	\$ 145.60	\$ 145.60	\$ 145.60
510-0112-0139-00	9933 Loralinda Dr	100	0	5	\$ 1,400.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
510-0112-0140-00	9929 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0141-00	9925 Loralinda Dr	0	40	2	\$ 600.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
510-0112-0142-00	9921 Loralinda Dr	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0143-00	9917 Loralinda Dr	0	40	2	\$ 600.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
510-0112-0144-00	9913 Loralinda Dr	100	60	8	\$ 2,300.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
510-0112-0145-00	9909 Loralinda Dr	20	60	4	\$ 1,180.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00
510-0112-0146-00	9905 Loralinda Dr	140	40	9	\$ 2,560.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00
510-0112-0147-00	9901 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0149-00	9893 Loralinda Dr	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0150-00	9889 Loralinda Dr	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0152-00	9881 Loralinda Dr	20	100	6	\$ 1,780.00	\$ 356.00	\$ 356.00	\$ 356.00	\$ 356.00	\$ 356.00
510-0112-0153-00	9877 Loralinda Dr	10	20	2	\$ 440.00	\$ 88.00	\$ 88.00	\$ 88.00	\$ 88.00	\$ 88.00
510-0112-0154-00	9873 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0155-00	3248 Orangeburg Ct	40	20	3	\$ 860.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00
510-0112-0156-00	3254 Orangeburg Ct	20	20	2	\$ 580.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00
510-0112-0157-00	3260 Orangeburg Ct	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0158-00	3266 Orangeburg Ct	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0160-00	3278 Orangeburg Ct	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0159-00	3272 Orangeburg Ct	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0162-00	3265 Orangeburg Ct	0	60	3	\$ 900.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
510-0112-0163-00	3257 Orangeburg Ct	60	60	6	\$ 1,740.00	\$ 348.00	\$ 348.00	\$ 348.00	\$ 348.00	\$ 348.00
510-0112-0164-00	3251 Orangeburg Ct	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0165-00	3245 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0166-00	3239 Orangeburg Ct	60	20	4	\$ 1,140.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00
510-0112-0167-00	3233 Orangeburg Ct	20	20	2	\$ 580.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00
510-0112-0168-00	3227 Orangeburg Ct	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0169-00	3221 Orangeburg Ct	20	60	4	\$ 1,180.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00
510-0112-0170-00	3215 Orangeburg Ct	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0171-00	3207 Orangeburg Ct	0	20	1	\$ 300.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
510-0112-0172-00	3201 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00

510-0112-0173-00	3200 Orangeburg Ct	8	0	1	\$ 112.00	\$ 22.40	\$ 22.40	\$ 22.40	\$ 22.40	\$ 22.40
510-0112-0174-00	3206 Orangeburg Ct	0	100	5	\$ 1,500.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
510-0112-0175-00	3212 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0176-00	3218 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0177-00	3224 Orangeburg Ct	80	40	6	\$ 1,720.00	\$ 344.00	\$ 344.00	\$ 344.00	\$ 344.00	\$ 344.00
510-0112-0178-00	3232 Orangeburg Ct	100	20	5	\$ 1,700.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00
510-0112-0179-00	9865 Loralinda Dr	100	40	7	\$ 2,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
510-0112-0180-00	9861 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0181-00	9857 Loralinda Dr	40	60	5	\$ 1,460.00	\$ 292.00	\$ 292.00	\$ 292.00	\$ 292.00	\$ 292.00
510-0112-0182-00	9853 Loralinda Dr	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0183-00	9849 Loralinda Dr	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0184-00	9845 Loralinda Dr	100	40	7	\$ 2,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
510-0112-0185-00	9841 Loralinda Dr	20	80	5	\$ 1,480.00	\$ 296.00	\$ 296.00	\$ 296.00	\$ 296.00	\$ 296.00
510-0041-0016-00	9831 Loralinda Dr	120	0	7	\$ 1,680.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00
510-0041-0015-00	9821 Loralinda Dr	100	40	7	\$ 2,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
510-0041-0013-00	9809 Loralinda Dr	60	20	4	\$ 1,140.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00
510-0041-0012-00	9805 Loralinda Dr	120	0	6	\$ 1,680.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00
510-0052-0422-00	9791 Loralinda Dr	0	40	2	\$ 600.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
510-0052-0421-00	9783 Loralinda Dr	60	0	3	\$ 840.00	\$ 168.00	\$ 168.00	\$ 168.00	\$ 168.00	\$ 168.00
510-0052-0420-00	9775 Loralinda Dr	40	20	3	\$ 860.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00
510-0052-0419-00	9767 Loralinda Dr	40	20	3	\$ 860.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00
510-0052-0418-00	9759 Loralinda Dr	100	0	5	\$ 1,400.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
		2350	1480		\$ 55,100.00					

PUBLIC SAFETY

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #1: Continue to Provide High Quality Safety Services
Strategic Goal #5: Invest in our Critical Infrastructures, Facilities, Staff, and Other Assets

Motion Authorizing Township Administrator to Execute Agreement with Silco for Fire Station 26 and 102 Cameras for \$23,908.76

Recommend ADOPTION of the Motion.

Rationale:

The attached agreement will allow the Township to install the necessary cameras throughout the new Fire Stations. These cameras will be compatible with the existing camera system and the total cost for the installation is \$23,908.76. This cost was factored into the soft costs portion of the fire station construction project budget.



10200 Reading Road Cincinnati Ohio 45241

PHONE: Cell: (513-258-3817)

Email: Nbarlow@silcofs.com

Website: www.silcofs.com

CONTACT: Robert Shaw

DATE: 11/8/2023

COMPANY: Colerain Township Fire Station 102

ADDRESS: Generation Dr, Cincinnati Ohio 45251

PHONE: 513-706-8641

email: rwsa@yahoo.com

Bid Proposal is as follows:

7	HikVision	4MP ColorVu Outdoor Dome
7		Wall Mount
7		Pendant Cap
7		Camera Base
1		25-30 Ft boom lift
1		Materials
1		Programming
1	Labor	Wall Penetration
1	Cat 6 CMR	Yellow Cat 6 CMR
1		Training

Silco to install 7 Outdoor cameras. Silco to program and train end user on how to view cameras at main township. In the event that a network connection cannot be made between existing NVR at the main township and the new station then an additional proposal will be provided to install NVR. Per customer, all stations are on a shared network. Customer to provide shared network for connection and viewing.

Total Install: \$11,501.01 (Price Excludes Tax)

Terms & Conditions

1. Payment Terms (Subject to Credit Approval):
 - 50% Deposit with Progress Billing. Deposit must be received before equipment is ordered. Progress invoices due on receipt.

2. The quoted price is valid for 30 days and **does not include** permit cost. Silco will provide design, submittal package, permitting, installation, project management, testing and final acceptance testing with the local authority having jurisdiction. The quoted price does not include premium time installation (outside of Silco's normal business hours) or union / prevailing wage labor.
3. Changes in scope and or design will be billed separately, including any AHJ required changes.
4. If delays caused by others exceed 60 days and affect Silco's ability to procure parts at the original quoted price, Silco reserves the right to adjust pricing.
5. If the Customer cancels the project or a portion of the project, Customer agrees to pay for work performed and material restocking fees. Material restocking fees are 30%, except where materials cannot be returned, in which case material restocking fees are 100%.
6. For water based fire protection systems, it is the customer's responsibility to consult with their engineer/architect, insurance company, fire department, and any other Authority Having Jurisdiction to confirm the occupancy and commodity storage classification Silco has been requested to design to is correct and meets their design requirements.
7. Silco will provide a pre-installation meeting on site to review installation procedures, schedules, safety issues or other items as needed. This proposal is based on Silco technicians having complete access to the facility. If sufficient access is not available, Silco will inform the customer and an alternate plan will be established.
8. The control panels will need a dedicated 120VAC circuit (customer responsibility). Interlocks, fan shutdown and/or damper activation circuits (if applicable), monitoring and other auxiliary functions are not included in the quoted price. Silco will provide dry contacts located inside the control panel for interlocks.
9. Regarding signal strength surveys performed for Bi-Directional Amplifier Systems (BDAs), survey results only reflect the conditions at the time of the survey. Signal strength is likely to change over time for various reasons. BDA systems may need to be modified as these changes occur. Any modifications or additional surveys are outside the scope of services proposed by Silco.
10. For total flood clean agent fire suppression systems, sealing of room is critically important; it must be sealed well enough to hold the required agent concentration for a specified period of time. The quoted price does not include sealing of the hazard (sealing/caulking penetrations, door closers, door sweeps, etc.). One "Door Fan Room Integrity Test" is included to verify if the room is sufficiently sealed to meet fire code requirements.
11. If the system is to be monitored by Silco's Monitoring Center, then Silco's annual monitoring agreement will be required. The customer needs to provide a contact call out list including contact names and phone numbers.
12. Shipment of equipment can be made in approximately 30 days within receipt of order. Silco cannot guarantee the delivery date of the equipment. We are subject to our supplier's inventory and stock. In order to process the equipment order and installation, the down payment is needed as soon as possible.
13. Installation cannot begin until plans are approved by the authority having jurisdiction. Silco will notify the customer when permit has been issued.
14. Upon completion, Customer is responsible for verifying the work completely fulfilled the scope of work and for notifying Silco in writing of any additional items believed to be needed to fulfill the scope. Customer acknowledges that all system configuration and policy decisions are solely those of Customer and that Customer is solely responsible for the administration of the system, including inspection, testing, and maintenance.
15. Silco warrants that in the event any equipment installed by Silco becomes defective within 1 year from the date of completion of installation, Silco shall replace or repair the defective equipment without charge to the customer. REPAIR AND REPLACEMENT AS STATED HEREIN IS THE SOLE AND EXCLUSIVE REMEDY. For this warranty to remain valid, the customer must complete the inspections, testing, and maintenance required by the manufacturer and NFPA.
16. LIMITATIONS OF LIABILITY: Silco is not an insurer. The amounts payable to Silco are based upon the value of the services and the scope of liability herein and are unrelated to the value of the Customer's property or property of others located in the premises. No suit or action shall be brought against Silco more than one (1) year after the accrual of the cause of action. In case of any claim or loss, Customer and Silco mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof. If Silco is found negligent or otherwise liable for any goods sold and/or work performed, then Silco's liability shall be limited to a maximum of \$10,000, and this liability shall be exclusive; upon request and with payment of an additional fee this maximum liability can be increased and the increased limit will be set forth in a letter provided by Silco. Silco shall not be liable for any claims for any improper and/or imperfect performance based on the failure of any system to function effectively due to causes beyond the control of Silco, such as wear and tear, tampering, changes to the protected areas, failure of Customer to authorize modifications or repairs or conduct required or recommended inspection/testing/maintenance, intentional and/or violent acts of third parties against Customer's employees, students, or others on the premises, and faulty design/installation by others.
17. WARNING & ADDITIONAL LIMITATION OF LIABILITY: All Fire Suppression Systems create noise prior to and during a system discharge. Recent incidents have found certain computer equipment, including hard drives, may be sensitive to noise, and in some cases has resulted in data loss/corruption and/or physical hard drive damage. For more information see the section titled Protection of Spaces Containing Hard Drives at www.silcofs.com/terms. Silco shall have no liability for damages caused by noise, vibrations, or water. This limitation of liability applies regardless of the cause of the system discharge, including an accidental discharge caused by a Silco employee or representative.
18. If the Customer approves Silco to proceed with this proposal, whether by signing below, approving by email, issuance of a purchase order, or other means of approval, it shall be deemed as Customer's acceptance of the entire proposal including these Terms & Conditions. Silco hereby objects to any additional or different terms or conditions contained in Customers' purchase order, agreement, acknowledgement, or other Customer document that has been issued or will be issued. Silco's Terms & Conditions shall control the obligations of the parties and supersedes all prior representations, understandings, or agreements between Silco and the Customer, both written and oral.
19. If Customer and Silco have signed or signs in the future Silco's alarm system monitoring agreement, then the terms and conditions of that agreement shall govern for any services listed in that Agreement.
20. In any suit or action by a third party, Customer agrees to defend, indemnify, and hold harmless Silco to the fullest extent permitted by law.
21. If any provision of these Terms & Conditions is found by a court or other competent authority to be void or unenforceable in whole or in part, these Terms & Conditions will continue to be valid as to the remainder of the affected provision and all other provisions of these Terms & Conditions.
22. The laws of Ohio shall govern the validity, enforceability, and interpretation of these Terms & Conditions.

To accept this proposal, please sign below and return a copy to our office.

(Signature)

(Date)

(Printed Name/ Title)



10200 Reading Road Cincinnati Ohio 45241

PHONE: Cell: (513-258-3817)

Email: Nbarlow@silcofs.com

Website: www.silcofs.com

CONTACT: Robert Shaw

DATE: 11/7/2023

COMPANY: Colerain Township Fire Station 26

ADDRESS: Clara Ave, Cincinnati Ohio 45251

PHONE: 513-706-8641

email: rwsha@yahoo.com

Bid Proposal is as follows:

8	HikVision	4MP ColorVu Outdoor Dome
8		Wall Mount
8		Pendant Cap
8		Camera Base
1		25-30 Ft boom lift
1		Materials
1		Programming
1	Labor	Wall Penetration
1	Cat 6 CMR	Yellow Cat 6 CMR
1		Training

Silco to install 8 Outdoor cameras. Silco to program and train end user on how to view cameras at township. In the event that a network connection cannot be made between existing NVR at the main township and the new station then an additional proposal will be provided to install NVR. Per customer, all stations are on a shared network and price reflects. Devices Needed- 8 Outdoor Cameras, Lift needed.

Total Install: \$12,407.75 (price excludes tax)

Terms & Conditions

1. Payment Terms (Subject to Credit Approval):

- 50% Deposit with Progress Billing. Deposit must be received before equipment is ordered. Progress invoices due on receipt.
2. The quoted price is valid for 30 days and does not include permit cost. Silco will provide design, submittal package, permitting, installation, project management, testing and final acceptance testing with the local authority having jurisdiction. The quoted price does not include premium time installation (outside of Silco's normal business hours) or union / prevailing wage labor.
 3. Changes in scope and or design will be billed separately, including any AHJ required changes.
 4. If delays caused by others exceed 60 days and affect Silco's ability to procure parts at the original quoted price, Silco reserves the right to adjust pricing.
 5. If the Customer cancels the project or a portion of the project, Customer agrees to pay for work performed and material restocking fees. Material restocking fees are 30%, except where materials cannot be returned, in which case material restocking fees are 100%.
 6. For water based fire protection systems, it is the customer's responsibility to consult with their engineer/architect, insurance company, fire department, and any other Authority Having Jurisdiction to confirm the occupancy and commodity storage classification Silco has been requested to design to is correct and meets their design requirements.
 7. Silco will provide a pre-installation meeting on site to review installation procedures, schedules, safety issues or other items as needed. This proposal is based on Silco technicians having complete access to the facility. If sufficient access is not available, Silco will inform the customer and an alternate plan will be established.
 8. The control panels will need a dedicated 120VAC circuit (customer responsibility). Interlocks, fan shutdown and/or damper activation circuits (if applicable), monitoring and other auxiliary functions are not included in the quoted price. Silco will provide dry contacts located inside the control panel for interlocks.
 9. Regarding signal strength surveys performed for Bi-Directional Amplifier Systems (BDAs), survey results only reflect the conditions at the time of the survey. Signal strength is likely to change over time for various reasons. BDA systems may need to be modified as these changes occur. Any modifications or additional surveys are outside the scope of services proposed by Silco.
 10. For total flood clean agent fire suppression systems, sealing of room is critically important; it must be sealed well enough to hold the required agent concentration for a specified period of time. The quoted price does not include sealing of the hazard (sealing/caulking penetrations, door closers, door sweeps, etc.). One "Door Fan Room Integrity Test" is included to verify if the room is sufficiently sealed to meet fire code requirements.
 11. If the system is to be monitored by Silco's Monitoring Center, then Silco's annual monitoring agreement will be required. The customer needs to provide a contact call out list including contact names and phone numbers.
 12. Shipment of equipment can be made in approximately 30 days within receipt of order. Silco cannot guarantee the delivery date of the equipment. We are subject to our supplier's inventory and stock. In order to process the equipment order and installation, the down payment is needed as soon as possible.
 13. Installation cannot begin until plans are approved by the authority having jurisdiction. Silco will notify the customer when permit has been issued.
 14. Upon completion, Customer is responsible for verifying the work completely fulfilled the scope of work and for notifying Silco in writing of any additional items believed to be needed to fulfill the scope. Customer acknowledges that all system configuration and policy decisions are solely those of Customer and that Customer is solely responsible for the administration of the system, including inspection, testing, and maintenance.
 15. Silco warrants that in the event any equipment installed by Silco becomes defective within 1 year from the date of completion of installation, Silco shall replace or repair the defective equipment without charge to the customer. REPAIR AND REPLACEMENT AS STATED HEREIN IS THE SOLE AND EXCLUSIVE REMEDY. For this warranty to remain valid, the customer must complete the inspections, testing, and maintenance required by the manufacturer and NFPA.
 16. LIMITATIONS OF LIABILITY: Silco is not an insurer. The amounts payable to Silco are based upon the value of the services and the scope of liability herein and are unrelated to the value of the Customer's property or property of others located in the premises. No suit or action shall be brought against Silco more than one (1) year after the accrual of the cause of action. In case of any claim or loss, Customer and Silco mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof. If Silco is found negligent or otherwise liable for any goods sold and/or work performed, then Silco's liability shall be limited to a maximum of \$10,000, and this liability shall be exclusive; upon request and with payment of an additional fee this maximum liability can be increased and the increased limit will be set forth in a letter provided by Silco. Silco shall not be liable for any claims for any improper and/or imperfect performance based on the failure of any system to function effectively due to causes beyond the control of Silco, such as wear and tear, tampering, changes to the protected areas, failure of Customer to authorize modifications or repairs or conduct required or recommended inspection/testing/maintenance, intentional and/or violent acts of third parties against Customer's employees, students, or others on the premises, and faulty design/installation by others.
 17. WARNING & ADDITIONAL LIMITATION OF LIABILITY: All Fire Suppression Systems create noise prior to and during a system discharge. Recent incidents have found certain computer equipment, including hard drives, may be sensitive to noise, and in some cases has resulted in data loss/corruption and/or physical hard drive damage. For more information see the section titled Protection of Spaces Containing Hard Drives at www.silcofs.com/terms. Silco shall have no liability for damages caused by noise, vibrations, or water. This limitation of liability applies regardless of the cause of the system discharge, including an accidental discharge caused by a Silco employee or representative.
 18. If the Customer approves Silco to proceed with this proposal, whether by signing below, approving by email, issuance of a purchase order, or other means of approval, it shall be deemed as Customer's acceptance of the entire proposal including these Terms & Conditions. Silco hereby objects to any additional or different terms or conditions contained in Customers' purchase order, agreement, acknowledgement, or other Customer document that has been issued or will be issued. Silco's Terms & Conditions shall control the obligations of the parties and supersedes all prior representations, understandings, or agreements between Silco and the Customer, both written and oral.
 19. If Customer and Silco have signed or signs in the future Silco's alarm system monitoring agreement, then the terms and conditions of that agreement shall govern for any services listed in that Agreement.
 20. In any suit or action by a third party, Customer agrees to defend, indemnify, and hold harmless Silco to the fullest extent permitted by law.
 21. If any provision of these Terms & Conditions is found by a court or other competent authority to be void or unenforceable in whole or in part, these Terms & Conditions will continue to be valid as to the remainder of the affected provision and all other provisions of these Terms & Conditions.
 22. The laws of Ohio shall govern the validity, enforceability, and interpretation of these Terms & Conditions.

To accept this proposal, please sign below and return a copy to our office.

(Signature)

(Date)

(Printed Name/ Title)

PUBLIC SAFETY

Department: Administration

Department Director: Jeff Weckbach, Township 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

Resolution - Ballot Language - Police Department

Recommend ADOPTION of the Resolution.

Rationale:

At the Regular Meeting of the Board of Trustees on November 14, 2023, the Board of Trustees adopted three resolutions to certify rates for either a 3.0 mill, 3.65 mill, or 3.99 mill levy. The Auditor has certified these rates per the attached documents. Three resolutions are attached to this document, one for each of these options. Adoption of this resolution would place a tax levy on the March 2024 ballot for consideration. This levy is intended to correct a structural deficit in the Police Department.



County of Hamilton

BRIGID KELLY
AUDITOR

COUNTY ADMINISTRATION BUILDING
138 EAST COURT STREET
CINCINNATI, OHIO 45202

***CERTIFICATE OF ESTIMATED PROPERTY TAX REVENUE
TO BE PRODUCED FROM A SPECIFIED AMOUNT OF MILLAGE***

*Pursuant to Ohio Revised Code § 5705.03(B)
D.T.E. 140*

The County Auditor of Hamilton County, Ohio does hereby certify the following:

On November 17, 2023, the taxing authority of the Board of Trustees of Colerain Township, County of Hamilton, Ohio, certified a copy of its Resolution No. 157-23/A adopted November 14, 2023, requesting the County Auditor to certify the current taxable value of Colerain Township and the amount of revenue that would be produced by 3.00 mills. The levy is a tax outside the 10-mill limitation for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, for the payment of salaries of permanent or part-time police, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by the township as a result of contracts made with other political subdivisions in order to obtain police protection, for the provision of ambulance or emergency medical services operated by a police department, or for the payment of other related costs, at a rate not exceeding 3.00 mills, pursuant to §5705.19(J) of the Ohio Revised Code, and will be placed on the ballot at the March 19, 2024, election. The levy type is additional.

The estimated property tax revenue that will be produced by the stated millage, assuming the taxable value of Colerain Township remains constant throughout the life of the levy, is calculated to be \$5,456,000 per year.

The total taxable value of Colerain Township used in calculating the estimated property tax revenue is \$1,818,515,980.

The millage for the requested levy is 3.00, or 0.00300, mills per \$1 of taxable value, which amounts to \$105 for each \$100,000 of the county auditor's appraised value.


BRIGID KELLY, AUDITOR
Hamilton County, Ohio

12 6 23
Date

County of Hamilton

BRIGID KELLY

AUDITOR

138 E. Court St. Rm. 504
Cincinnati, Ohio 45202

TAX LEVY INFORMATION

TAXING DISTRICT	<u>Colerain Township</u>
ELECTION DATE	March 19, 2024
LEVY TYPE	Additional
LEVY PURPOSE	Police
TERM OF LEVY	Continuing
PROPOSED MILLAGE	3.00
ESTIMATED ANNUAL REVENUE	\$5,456,000
ESTIMATED ANNUAL COST TO HOMEOWNER \$100,000 MARKET VALUE*	\$105
CURRENT ANNUAL COST TO HOMEOWNER \$100,000 MARKET VALUE*	\$0

*Estimated cost based on a \$100,000 (market value) residential property receiving the non-business, owner occupancy, and sales tax credits on the qualifying levy.



County of Hamilton

BRIGID KELLY
AUDITOR

COUNTY ADMINISTRATION BUILDING
138 EAST COURT STREET
CINCINNATI, OHIO 45202

***CERTIFICATE OF ESTIMATED PROPERTY TAX REVENUE
TO BE PRODUCED FROM A SPECIFIED AMOUNT OF MILLAGE***

*Pursuant to Ohio Revised Code § 5705.03(B)
D.T.E. 140*

The County Auditor of Hamilton County, Ohio does hereby certify the following:

On November 17, 2023, the taxing authority of the Board of Trustees of Colerain Township, County of Hamilton, Ohio, certified a copy of its Resolution No. 157-23/C adopted November 14, 2023, requesting the County Auditor to certify the current taxable value of Colerain Township and the amount of revenue that would be produced by 3.65 mills. The levy is a tax outside the 10-mill limitation for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, for the payment of salaries of permanent or part-time police, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by the township as a result of contracts made with other political subdivisions in order to obtain police protection, for the provision of ambulance or emergency medical services operated by a police department, or for the payment of other related costs, at a rate not exceeding 3.65 mills, pursuant to §5705.19(J) of the Ohio Revised Code, and will be placed on the ballot at the March 19, 2024, election. The levy type is additional.

The estimated property tax revenue that will be produced by the stated millage, assuming the taxable value of Colerain Township remains constant throughout the life of the levy, is calculated to be \$6,638,000 per year.

The total taxable value of Colerain Township used in calculating the estimated property tax revenue is \$1,818,515,980.

The millage for the requested levy is 3.65, or 0.00365, mills per \$1 of taxable value, which amounts to \$128 for each \$100,000 of the county auditor's appraised value.


BRIGID KELLY, AUDITOR
Hamilton County, Ohio

12-6-23
Date

County of Hamilton

BRIGID KELLY

—AUDITOR—

138 E. Court St. Rm. 504
Cincinnati, Ohio 45202

TAX LEVY INFORMATION

TAXING DISTRICT	<u>Colerain Township</u>
ELECTION DATE	March 19, 2024
LEVY TYPE	Additional
LEVY PURPOSE	Police
TERM OF LEVY	Continuing
PROPOSED MILLAGE	3.65
ESTIMATED ANNUAL REVENUE	\$6,638,000
ESTIMATED ANNUAL COST TO HOMEOWNER \$100,000 MARKET VALUE*	\$128
CURRENT ANNUAL COST TO HOMEOWNER \$100,000 MARKET VALUE*	\$0

*Estimated cost based on a \$100,000 (market value) residential property receiving the non-business, owner occupancy, and sales tax credits on the qualifying levy.



County of Hamilton

BRIGID KELLY
AUDITOR

COUNTY ADMINISTRATION BUILDING
138 EAST COURT STREET
CINCINNATI, OHIO 45202

***CERTIFICATE OF ESTIMATED PROPERTY TAX REVENUE
TO BE PRODUCED FROM A SPECIFIED AMOUNT OF MILLAGE***

*Pursuant to Ohio Revised Code § 5705.03(B)
D.T.E. 140*

The County Auditor of Hamilton County, Ohio does hereby certify the following:

On November 17, 2023, the taxing authority of the Board of Trustees of Colerain Township, County of Hamilton, Ohio, certified a copy of its Resolution No. 157-23/B adopted November 14, 2023, requesting the County Auditor to certify the current taxable value of Colerain Township and the amount of revenue that would be produced by 3.99 mills. The levy is a tax outside the 10-mill limitation for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, for the payment of salaries of permanent or part-time police, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by the township as a result of contracts made with other political subdivisions in order to obtain police protection, for the provision of ambulance or emergency medical services operated by a police department, or for the payment of other related costs, at a rate not exceeding 3.99 mills, pursuant to §5705.19(J) of the Ohio Revised Code, and will be placed on the ballot at the March 19, 2024, election. The levy type is additional.

The estimated property tax revenue that will be produced by the stated millage, assuming the taxable value of Colerain Township remains constant throughout the life of the levy, is calculated to be \$7,256,000 per year.

The total taxable value of Colerain Township used in calculating the estimated property tax revenue is \$1,818,515,980.

The millage for the requested levy is 3.99, or 0.00399, mills per \$1 of taxable value, which amounts to \$140 for each \$100,000 of the county auditor's appraised value.



BRIGID KELLY, AUDITOR
Hamilton County, Ohio

12-6-23

Date

County of Hamilton

BRIGID KELLY

— AUDITOR —

138 E. Court St. Rm. 504
Cincinnati, Ohio 45202

TAX LEVY INFORMATION

TAXING DISTRICT	<u>Colerain Township</u>
ELECTION DATE	March 19, 2024
LEVY TYPE	Additional
LEVY PURPOSE	Police
TERM OF LEVY	Continuing
PROPOSED MILLAGE	3.99
ESTIMATED ANNUAL REVENUE	\$7,256,000
ESTIMATED ANNUAL COST TO HOMEOWNER \$100,000 MARKET VALUE*	\$140
CURRENT ANNUAL COST TO HOMEOWNER \$100,000 MARKET VALUE*	\$0

*Estimated cost based on a \$100,000 (market value) residential property receiving the non-business, owner occupancy, and sales tax credits on the qualifying levy.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 12th day of December, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-23

RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX IN EXCEES OF THE TEN-MILL LIMITATION FOR POLICE SERVICES AND REQUESTING THE BOARD OF ELECTIONS TO PLACE THE ISSUE ON THE MARCH 19, 2024 BALLOT AND DECLARING AN EMERGENCY

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Colerain Township, Hamilton County, Ohio; and

WHEREAS, police services are of utmost importance to the health, safety and welfare of the Township and its residents; and

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Colerain Township, Hamilton County, Ohio, for current expenses for police services of the Township and the Board of Trustees for Colerain Township, Hamilton County, Ohio, finds it necessary to put a continuing levy on the ballot on March 19, 2024 for such police services; and

WHEREAS, Ohio Revised Code 5705.19(J) provides that a taxing authority such as a political subdivision as Colerain Township may levy a continuing tax for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, for the payment of salaries of permanent or part-time police, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by townships as a result of contracts made with other political subdivisions in order to obtain police protection, for the provision of ambulance or emergency medical services operated by a police department, or for the payment of other related costs; and

WHEREAS, pursuant to Ohio Revised Code Section 5705.03(B)(1), this Board via Resolution No. 157B-23 requested the County Auditor certify to the Township Board of Trustees the total current valuation of Colerain Township which exclusively exists in Hamilton County, Ohio, and the dollar amount of revenue that would be generated by a proposed continuing tax levy at a tax rate not exceeding 3.99 mills for each one dollar (\$1.00) of tax valuation of the taxable property within the entire territory of the Township which amounts to thirty-nine and nine/tenths cents

(\$.399 or 39.9¢) for each one hundred dollars (\$100.00) of valuation; and the Board of Trustees of Colerain Township, Ohio, finds it necessary to put this new additional levy on the ballot on March 19, 2024 for the 3.99 mills that will last for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, pursuant to Ohio Revised Code Section 5705.03(B)(1), this Board of Trustees has received the County Auditor’s certification of certain matters in connection with the aforementioned proposed continuing levy which is attached hereto as Exhibit “A”; and

WHEREAS, the Board of Trustees of Colerain Township, Ohio, finds it necessary to put this new additional levy on the ballot on March 19, 2024 for the 3.99 mills that will last for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, the aforementioned new additional levy would be levied and collected upon the entire territory of Colerain Township, Ohio for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, the entire territory of Colerain Township, Ohio upon which the aforementioned new additional levy would affect exists only within Hamilton County, Ohio; and

WHEREAS, the proposed levy would first be placed upon the tax list and duplicate for the year 2024 for collection in the year 2025 if a majority of the electors voting thereon vote in favor of the levy.

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

1. The amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the Colerain Township, Hamilton County, Ohio, for its police services
2. The Board specifically finds and hereby determines that it is necessary to levy a new additional tax in excess of the ten-mill limitation for the health, safety and welfare of Colerain Township and its residents and for the purpose of police services pursuant to 5705.19(J), at a rate of three and ninety nine hundredth mills for each one dollar of valuation, which amounts to thirty and ninety nine hundredth cents (\$.399) for each one hundred dollars (\$100.00) of tax valuation of the taxable property within the entire territory of Colerain Township which only has territory in Hamilton County, Ohio.
3. The Colerain Township Board of Trustees hereby orders that the levy shall be placed upon the current tax list commencing January 1, 2024, first due in calendar year 2025, and last for a continuing period pursuant to Revised Code Section 5705.19(3)(a) on the entire territory of Colerain Township (all of which exists within Hamilton County), if a majority of the electors voting thereon vote in favor thereof.

4. That the Colerain Township Board of Trustees hereby orders that the question of such new additional tax levy shall be submitted to the electors of Colerain Township at the election to be held therein on March 19, 2024.

5. That pursuant to Ohio Revised Code Section 5705.03(B)(1), the County Auditor has certified to the Colerain Township Board of Trustees the total current valuation of Colerain Township and the dollar amount of revenue that would be generated by the number of mills specified as attached as Exhibit "A". Those amounts and rates are hereby accepted. In connection therewith, the Township Fiscal Officer is hereby directed to certify a copy of this Resolution to the County Board of Elections, along with a copy of the Auditor's certification at least ninety days prior to the General Election, and notify the Board of Elections to cause notice of election on the question of levying said tax to be given as required by law.

6. 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

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. That this Resolution is hereby declared to be an emergency measure safeguard the health, safety, and general welfare of Colerain Township and its residents via necessary police services. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after 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 12th day of December, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann
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 **12th** day of December, 2023.

Jeff Baker
Colerain Township Fiscal Officer

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 12th day of December, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-23

RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX IN EXCEES OF THE TEN-MILL LIMITATION FOR POLICE SERVICES AND REQUESTING THE BOARD OF ELECTIONS TO PLACE THE ISSUE ON THE MARCH 19, 2024 BALLOT AND DECLARING AN EMERGENCY

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Colerain Township, Hamilton County, Ohio; and

WHEREAS, police services are of utmost importance to the health, safety and welfare of the Township and its residents; and

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Colerain Township, Hamilton County, Ohio, for current expenses for police services of the Township and the Board of Trustees for Colerain Township, Hamilton County, Ohio, finds it necessary to put a continuing levy on the ballot on March 19, 2024 for such police services; and

WHEREAS, Ohio Revised Code 5705.19(J) provides that a taxing authority such as a political subdivision as Colerain Township may levy a continuing tax for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, for the payment of salaries of permanent or part-time police, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by townships as a result of contracts made with other political subdivisions in order to obtain police protection, for the provision of ambulance or emergency medical services operated by a police department, or for the payment of other related costs; and

WHEREAS, pursuant to Ohio Revised Code Section 5705.03(B)(1), this Board via Resolution No. 157C-23 requested the County Auditor certify to the Township Board of Trustees the total current valuation of Colerain Township which exclusively exists in Hamilton County, Ohio, and the dollar amount of revenue that would be generated by a proposed continuing tax levy at a tax rate not exceeding 3.65 mills for each one dollar (\$1.00) of tax valuation of the taxable property within the entire territory of the Township which amounts to thirty-six and five/tenths cents (\$.365

or 36.5¢) for each one hundred dollars (\$100.00) of valuation; and the Board of Trustees of Colerain Township, Ohio, finds it necessary to put this new additional levy on the ballot on March 19, 2024 for the 3.65 mills that will last for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, pursuant to Ohio Revised Code Section 5705.03(B)(1), this Board of Trustees has received the County Auditor's certification of certain matters in connection with the aforementioned proposed continuing levy which is attached hereto as Exhibit "A"; and

WHEREAS, the Board of Trustees of Colerain Township, Ohio, finds it necessary to put this new additional levy on the ballot on March 19, 2024 for the 3.65 mills that will last for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, the aforementioned new additional levy would be levied and collected upon the entire territory of Colerain Township, Ohio for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, the entire territory of Colerain Township, Ohio upon which the aforementioned new additional levy would affect exists only within Hamilton County, Ohio; and

WHEREAS, the proposed levy would first be placed upon the tax list and duplicate for the year 2024 for collection in the year 2025 if a majority of the electors voting thereon vote in favor of the levy.

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

1. The amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the Colerain Township, Hamilton County, Ohio, for its police services
2. The Board specifically finds and hereby determines that it is necessary to levy a new additional tax in excess of the ten-mill limitation for the health, safety and welfare of Colerain Township and its residents and for the purpose of police services pursuant to 5705.19(J), at a rate of three and sixty five hundredth mills for each one dollar of valuation, which amounts to thirty and sixty five hundredth cents (\$.365) for each one hundred dollars (\$100.00) of tax valuation of the taxable property within the entire territory of Colerain Township which only has territory in Hamilton County, Ohio.
3. The Colerain Township Board of Trustees hereby orders that the levy shall be placed upon the current tax list commencing January 1, 2024, first due in calendar year 2025, and last for a continuing period pursuant to Revised Code Section 5705.19(3)(a) on the entire territory of Colerain Township (all of which exists within Hamilton County), if a majority of the electors voting thereon vote in favor thereof.

4. That the Colerain Township Board of Trustees hereby orders that the question of such new additional tax levy shall be submitted to the electors of Colerain Township at the election to be held therein on March 19, 2024.

5. That pursuant to Ohio Revised Code Section 5705.03(B)(1), the County Auditor has certified to the Colerain Township Board of Trustees the total current valuation of Colerain Township and the dollar amount of revenue that would be generated by the number of mills specified as attached as Exhibit "A". Those amounts and rates are hereby accepted. In connection therewith, the Township Fiscal Officer is hereby directed to certify a copy of this Resolution to the County Board of Elections, along with a copy of the Auditor's certification at least ninety days prior to the General Election, and notify the Board of Elections to cause notice of election on the question of levying said tax to be given as required by law.

6. 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

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. That this Resolution is hereby declared to be an emergency measure safeguard the health, safety, and general welfare of Colerain Township and its residents via necessary police services. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after 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 12th day of December, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann
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 **12th** day of December, 2023.

Jeff Baker
Colerain Township Fiscal Officer

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 6:00 p.m., on the 12th day of December, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-23

RESOLUTION DECLARING IT NECESSARY TO LEVY A TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR POLICE SERVICES AND REQUESTING THE BOARD OF ELECTIONS TO PLACE THE ISSUE ON THE MARCH 19, 2024 BALLOT AND DECLARING AN EMERGENCY

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Colerain Township, Hamilton County, Ohio; and

WHEREAS, police services are of utmost importance to the health, safety and welfare of the Township and its residents; and

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Colerain Township, Hamilton County, Ohio, for current expenses for police services of the Township and the Board of Trustees for Colerain Township, Hamilton County, Ohio, finds it necessary to put a continuing levy on the ballot on March 19, 2024 for such police services; and

WHEREAS, Ohio Revised Code 5705.19(J) provides that a taxing authority such as a political subdivision as Colerain Township may levy a continuing tax for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, for the payment of salaries of permanent or part-time police, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by townships as a result of contracts made with other political subdivisions in order to obtain police protection, for the provision of ambulance or emergency medical services operated by a police department, or for the payment of other related costs; and

WHEREAS, pursuant to Ohio Revised Code Section 5705.03(B)(1), this Board via Resolution No. 157A-23 requested the County Auditor certify to the Township Board of Trustees the total current valuation of Colerain Township which exclusively exists in Hamilton County, Ohio, and the dollar amount of revenue that would be generated by a proposed continuing tax levy at a tax rate not exceeding 3.00 mills for each one dollar (\$1.00) of tax valuation of the taxable property within the entire territory of the Township which amounts to thirty cents (\$.300 or 30.0¢) for each

one hundred dollars (\$100.00) of valuation; and the Board of Trustees of Colerain Township, Ohio, finds it necessary to put this new additional levy on the ballot on March 19, 2024 for the 3.00 mills that will last for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, pursuant to Ohio Revised Code Section 5705.03(B)(1), this Board of Trustees has received the County Auditor's certification of certain matters in connection with the aforementioned proposed continuing levy which is attached hereto as Exhibit "A"; and

WHEREAS, the Board of Trustees of Colerain Township, Ohio, finds it necessary to put this new additional levy on the ballot on March 19, 2024 for the 3.00 mills that will last for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, the aforementioned new additional levy would be levied and collected upon the entire territory of Colerain Township, Ohio for a continuing period of time as allowed pursuant to Ohio Revised Code 5705.19(3)(a) beginning January 1, 2024; and

WHEREAS, the entire territory of Colerain Township, Ohio upon which the aforementioned new additional levy would affect exists only within Hamilton County, Ohio; and

WHEREAS, the proposed levy would first be placed upon the tax list and duplicate for the year 2024 for collection in the year 2025 if a majority of the electors voting thereon vote in favor of the levy.

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

1. The amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the Colerain Township, Hamilton County, Ohio, for its police services
2. The Board specifically finds and hereby determines that it is necessary to levy a new additional tax in excess of the ten-mill limitation for the health, safety and welfare of Colerain Township and its residents and for the purpose of police services pursuant to 5705.19(J), at a rate of three mills for each one dollar of valuation, which amounts to thirty cents (\$.300) for each one hundred dollars (\$100.00) of tax valuation of the taxable property within the entire territory of Colerain Township which only has territory in Hamilton County, Ohio.
3. The Colerain Township Board of Trustees hereby orders that the levy shall be placed upon the current tax list commencing January 1, 2024, first due in calendar year 2025, and last for a continuing period pursuant to Revised Code Section 5705.19(3)(a) on the entire territory of Colerain Township (all of which exists within Hamilton County), if a majority of the electors voting thereon vote in favor thereof.

4. That the Colerain Township Board of Trustees hereby orders that the question of such new additional tax levy shall be submitted to the electors of Colerain Township at the election to be held therein on March 19, 2024.

5. That pursuant to Ohio Revised Code Section 5705.03(B)(1), the County Auditor has certified to the Colerain Township Board of Trustees the total current valuation of Colerain Township and the dollar amount of revenue that would be generated by the number of mills specified as attached as Exhibit "A". Those amounts and rates are hereby accepted. In connection therewith, the Township Fiscal Officer is hereby directed to certify a copy of this Resolution to the County Board of Elections, along with a copy of the Auditor's certification at least ninety days prior to the General Election, and notify the Board of Elections to cause notice of election on the question of levying said tax to be given as required by law.

6. 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

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. That this Resolution is hereby declared to be an emergency measure safeguard the health, safety, and general welfare of Colerain Township and its residents via necessary police services. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after 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 12th day of December, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
Fiscal Officer

Resolution prepared by and approved as to form:

Scott Sollmann
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 **12th** day of December, 2023.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SAFETY

Department: Administration

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

Motion to Appoint Members to the Code Enforcement Review Board

Recommend ADOPTION of the Motion.

Rationale:

The Township received seven applications for the Code Enforcement Review Board. Each Trustee, the Fiscal Officer, and Administrator are permitted to recommend an individual for appointment to this board. Below are the appointment recommendations by appointee:

Appointee

Jennifer Baldwin
Ellen Westfall
Steven Schafer
Gary Henson
Tracey Miller

Appointed By:

Fiscal Officer Baker
Trustee Ulrich
Trustee Unger
Trustee Wahlert
Administrator Weckbach

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:

3136 Deshler Dr	510-0052-0485-00
9796 Dunraven Dr	510-0041-0202-00
2522 Impala Dr	510-0032-0177-00
7218 Jamerine Ct	510-0071-0462-00
2832 Jonrose Av	510-0071-0367-00
3561 Kemper Rd	510-0140-0029-00
3026 Libra Ln	510-0054-0231-00
9590 Loralinda Dr	510-0052-0401-00
7068 Memory Ln	510-0074-0233-00
2922 Royal Glen Dr	510-0071-0209-00
2457 Schon Dr	510-0044-0022-00
9661 Weik Rd	510-0330-0066-00
9870 Weik Rd	510-0320-0058-00

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>
3136 Deshler Dr	510-0052-0485-00
9796 Dunraven Dr	510-0041-0202-00
2522 Impala Dr	510-0032-0177-00
7218 Jamerine Ct	510-0071-0462-00
2832 Jonrose Av	510-0071-0367-00
3561 Kemper Rd	510-0140-0029-00
3026 Libra Ln	510-0054-0231-00
9590 Loralinda Dr	510-0052-0401-00
7068 Memory Ln	510-0074-0233-00
2922 Royal Glen Dr	510-0071-0209-00
2457 Schon Dr	510-0044-0022-00
9661 Weik Rd	510-0330-0066-00
9870 Weik Rd	510-0320-0058-00

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 - 2101 W. Galbraith Rd - 1 of 5

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:

2101 W. Galbraith Rd. Cincinnati, OH 45239

1. (OH) HDZ2626, 2005, BLACK, CHEVY, TAHOE

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00 p.m.**, on the **12th** day of **December, 2023** 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 2101 W.Galbraith Rd.
Cincinnati, OH 45239 – Parcel ID 510-0072-0038-00
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 **2101 W.Galbraith Rd. Cincinnati, OH 45239 – Parcel ID 510-0072-0038-00** **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 **2101 W.Galbraith Rd. Cincinnati, OH 45239 – Parcel ID 510-0072-0038-00** to be inoperable, extensively damages, and at least three model years old:

A. (OH) HDZ2626, 2005, BLACK, CHEVY, TAHOE

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 12th day of December, 2023.

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 12th day of December, 2023.

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 - 10028 Crusader Dr - 2 of 5

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:

10028 Crusader Dr. Cincinnati, OH 45251

1. (OH) FRH4915, 2002, GREY, JEEP, CHEROKEE

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the **12th** day of **December, 2023** 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 10028 Crusader Dr. Cincinnati, OH 45251 – Parcel ID 510-0041-0073-00
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 **10028 Crusader Dr. Cincinnati, OH 45251 – Parcel ID 510-0041-0073-00** **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 **10028 Crusader Dr. Cincinnati, OH 45251 – Parcel ID 510-0041-0073-00** to be inoperable, extensively damages, and at least three model years old:

A. (OH) FRH4915, 2002, GREY, JEEP, CHEROKEE

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 12th day of December, 2023.

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 **12th** day of **December**, 202**3**.

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 - 10047 Crusader Dr. - 3 of 5

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:

10047 Crusader Dr. Cincinnati, OH 45251

1. (OH) FNJ, 2003, BLUE, FORD, WINDSTAR

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00 p.m.**, on the **12th** day of **December, 2023** 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 10047 Crusader Dr. Cincinnati, OH 45251 – Parcel ID 510-0041-0151-00
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 **10047 Crusader Dr. Cincinnati, OH 45251 – Parcel ID 510-0041-0151-00** **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 **10047 Crusader Dr. Cincinnati, OH 45251 – Parcel ID 510-0041-0151-00** to be inoperable, extensively damages, and at least three model years old:

A. (OH) FNJ, 2003, BLUE, FORD, WINDSTAR

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 12th day of December, 2023.

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 **12th** day of **December**, 2023.

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 - 11833 Wincanton Dr. - 4 of 5

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:

11833 Wincanton Dr. Cincinnati, OH 45231

1. (OH) 1981EL, 1981, WHITE, MAXUM, 2300

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00** p.m., on the **12th** day of **December, 2023** 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 11833 Wincanton Dr.
Cincinnati, OH 45231 – Parcel ID 510-0012-0208-00
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 **11833 Wincanton Dr. Cincinnati, OH 45231 – Parcel ID 510-0012-0208-00** **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 **11833 Wincanton Dr. Cincinnati, OH 45231 – Parcel ID 510-0012-0208-00** to be inoperable, extensively damages, and at least three model years old:

A. (OH) 1981EL, 1981, WHITE, MAXUM, 2300

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 12th day of December, 2023.

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 12th day of December, 2023.

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 - 11863 Wincanton Dr. - 5 of 5

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:

11863 Wincanton Dr. Cincinnati, OH 45231

1. (NO TAG), 2000, GREEN, FORD, ECONOLINE
2. (NO TAG), 1999, GREY, BUICK, LeSABRE

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at **7:00 p.m.**, on the **12th** day of **December, 2023** 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 11863 Wincanton Dr.
Cincinnati, OH 45231 – Parcel ID 510-0012-0213-00
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 **11863 Wincanton Dr. Cincinnati, OH 45231 – Parcel ID 510-0012-0213-00** **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 **11863 Wincanton Dr. Cincinnati, OH 45231 – Parcel ID 510-0012-0213-00** to be inoperable, extensively damages, and at least three model years old:

- A. **(NO TAG), 2000, GREEN, FORD, ECONOLINE**
- B. **(NO TAG), 1999, GREY, BUICK, LeSABRE**

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 12th day of December, 2023.

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 12th day of December, 2023.

Jeff Baker
Colerain Township Fiscal Officer

PUBLIC SERVICES

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

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Set Fee Schedule for Public Services for 2024

Recommend ADOPTION of the Motion.

Rationale:

Each year the Public Services Department will review its existing fee structure to determine if all fees are at an appropriate rate and to determine if they are adequately covering costs of service. The Department conducted a full analysis of these rates and compared them to peer communities for a full scale fee review. The Department is proposing the following fee changes for 2024:

- Memorials: Add a new option for a memorial plaque that can be placed under any tree that currently exists for \$500. Increase a memorial tree from \$700 to \$1,000 to cover the increased cost of the plaque and the tree. Increase a memorial bench from \$1,300 to \$2,500 to cover the increased cost of the bench purchase and the plaque. Increase the memorial brick from \$75 to \$100 to cover the cost of installing the brick.
- Baseball Field Rentals: Increase all fees by \$25, except for the one-time-rental fee (which will remain at \$50).
- Soccer/Lacrosse/Football Fields: This fee is currently set up with two options for pricing depending on the level of play (either recreational or select). There will now only be one option, which is the select fee (which will remain the same at \$125).
- Amphitheater: Increase of \$10 for the resident rate to \$310 and an increase in the non-resident rate of \$25 to \$400. Increase in the projector/attendant fee of \$50 for a total of \$100 for 5 hours.
- Shelter Rentals: Increase of \$5 from \$135 for residents to \$140 for residents and \$25 for non-residents for a total of \$400.

All pricing reflects the significant increase in market costs and labor. Other fees have been benchmarked with other communities and are either at or less than the fees of similar amenities of neighboring communities.



Public Services 2024 Fee Schedule

Item Description	Current Fee		Proposed Fee	
Right of Way Permit				
For work on Sidewalks/Driveways	\$15.00		No Change	
Memorials				
Memorial Plaque*	n/a		\$500.00	
Tree	\$700.00		\$1,000.00	
Bench	\$1,300.00		\$2,500.00	
Brick	\$75.00		\$100.00	
Baseball Diamonds				
Dirt Infields	\$250/season		\$275/season	
Grass Infields	\$275/season		\$300/season	
One time Rental Fee	\$50/3 hours		No Change	
Soccer, Lacrosse, Football	Recreation	Select	Standard Fee^	
Seasonal Fee	\$100/season	\$125/season	\$125/season	
Amphitheater	Resident	Non-Resident	Resident	Non-Resident
5 hour time increments	\$300.00	\$375.00	\$310.00	\$400.00
Projector/Attendant	\$50.00	\$50.00	\$100.00	\$100.00
Shelters	Resident	Non-Resident	Resident	Non-Resident
Full Day	\$135.00	\$225.00	\$140.00	\$240.00

*Memorial plaques can be ordered and placed under any existing tree. This is a new option for our memorial program.

^ No longer differentiating between skill level - same fee for all levels of play.

All pricing reflects current increase in market costs and labor. Other fees have been benchmarked with other communities and is either at or less than the fees of similar amenities of neighboring communities.

PUBLIC SERVICES

Department: Administration
Department Director: Tiphane Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Authorize Township Administrator to Execute Agreement with YMCA for Senior Services
Recommend ADOPTION of the Motion.

Rationale:

Colerain Township currently contracts with the Clippard Family YMCA for the provision of senior programming at the Colerain Community Center. The YMCA provides a range of services on behalf of the Township, including administering the Council on Aging program for Colerain. The attached agreement is for a three-year period at an annual rate of \$60,000 per year.

MEMORANDUM OF UNDERSTANDING (MOU)

between

Clippard Family YMCA

and

Colerain Township Community Center

This is an agreement between "**Clippard YMCA**", hereinafter called **YMCA (Party A)** and "**Colerain Township Senior & Community Center**", hereinafter called **Township (Party B)**.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to offering a wide variety of quality programming, events and activities for the senior population in Colerain Township and surrounding communities.

In particular, this MOU is intended to:

- Enhance the number of quality senior programs, events and activities
- Increase the participation in programs/events/activities of the senior population
- Establish a partnership between the YMCA and Colerain Township

II. BACKGROUND

The Clippard Family YMCA is a nonprofit organization whose mission is to build spirit, mind and body. The Y is a cause-driven organization that is for youth development, for healthy living and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health and our neighbors. The Y is for everyone. Its programs, services and initiatives: enable kids, teens, adults, and seniors to realize their potential, prepare teens for college, offer ways for families to have fun together, empower people of all ages to be healthier, prepare people for employment, welcome and embrace newcomers and help foster a community service ethic. And that's just the beginning.

The Colerain Township Vision Statement is to aim to be a model government in service of a diverse and vibrant community, employing next practices to be pace-setters regionally in every department and a destination for smart, creative and dedicated employees, residents and business people. This initiative will help fulfill the Township's Vision Statement by providing opportunities for the diverse senior residents of Colerain Township to improve their health, safety and overall welfare.

III. DESCRIPTION OF THE PREMISES

The YMCA has use of the following spaces:

- Hall A, including adjoining kitchen
- One office and storage room in the Hall A wing of the building
- The billiards room and adjoining storage room
- Hall B, including adjoining kitchen, and two storage closets
- Art room, including adjoining kiln room and storage room
- Lobby area of Hall B
- Office with glass door off of Hall B lobby
- Garden space contained within Hall B side of the building
- All restrooms and 2 janitorial closets

IV. [YMCA's] RESPONSIBILITIES UNDER THIS MOU

[YMCA] shall undertake the following activities:

- Plan, organize and implement all aspects of senior programming for Colerain Township.
- Share our Silver Sneakers Program for all eligible participating members.
- Support the Township's initiative of offering stimulating activities and social opportunities through high quality and innovative programs and activities.
- Establish hours of operation.
- Provide the necessary personnel, volunteers, and administrative support.
- Supply all program-related supplies and materials, including office supplies and promotional material.
- Promote existing and new offerings to YMCA's senior membership, along with partnering through Township promotional opportunities.
- The YMCA shall maintain all equipment and building spaces in a neat, clean and sanitary manner. The YMCA shall clean program areas after each program, including tables and floors.
- The YMCA shall not make any alterations, additions, or improvements to the Senior & Community Center, or to equipment provided by the Township, without the Township's prior written consent, which consent may not be unreasonably withheld. The Township is under no obligation to alter, remodel, improve, decorate, or paint the Senior & Community Center.
- Annually review the direction and success of the partnership with all necessary YMCA staff and Township personnel.
- Comply with all YMCA policies and procedures.
- Maintain enrollment/participation records for all programs, events and activities. Maintain continued/new record keeping that would support future funding opportunities for the partnership
- Provide YMCA personnel to manage Council on Aging Title III programs including:
 - Administer the day-to-day duties, paperwork, promotion and monthly reporting

associated with the Council on Aging Title III contracted services. This includes any necessary back up staff/volunteers to assist with the program. It is understood that the YMCA will successfully meet all background checks and other requirements set forth by the Council on Aging Service Specifications.

- Provide certificate of insurance in the amount of \$1,000,000 naming Colerain Township as an additional insured.

V. [Township] RESPONSIBILITIES UNDER THIS MOU

[Township] shall undertake the following activities:

- Assist with YMCA marketing opportunities through the Colerain Township website, social media, and signage to promote the existing and new programs, events and activities
- Share appropriate space as listed in item III, and all facets of facility that would warrant possible success to the programs.
- Colerain Township shall have access to the entire facility, including both kitchens and Halls A & B, for Colerain Township sponsored functions for employees and the general public, including, but not limited to: town hall meetings, public hearings, emergency shelter, community events, local/state/national elections, employee educational opportunities, employee appreciation events, retirement parties, local/regional training opportunities, and the like. Whenever possible, events will be scheduled in advance and YMCA personnel will be informed and consulted on dates. Township personnel will provide all set up/take down and cleaning when such events occur and will restore the spaces used back to YMCA specifications.
- Colerain Township shall maintain all rentals for the facility.
- Colerain Township will provide a part-time employee to assist with the cleaning of premises as listed in item III, as well as maintain all outside property, including snow removal.
- Colerain Township will provide building maintenance and repair, preventative maintenance and inspections, and hold all certifications necessary for the operation of the building.
- Share Township personnel along with COA grant administrator for the annual audit of the program and for the betterment of overall programs and activities of the Senior Center.
- Provide a vehicle and driver for transportation as part of the COA Title III program. Support the YMCA in the amount of \$60,000 (2024), \$60,000 (2025) and \$60,000 (2026) with payments being made on monthly basis at \$5,000 per month.
- Provide office area along with phone and internet accessibility. The Township will work with the YMCA to determine the sharing of cost for any jointly utilized resources or equipment purchases.
- Annually review the direction and success of the partnership with all necessary YMCA staff and Township personnel.
- Maintain continued/new record keeping that would support future funding opportunities for the partnership and as required by Council on Aging Title III Service Specifications.

VI. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- Modification agreement: This agreement may be supplemented, amended, or modified only by the mutual agreement of the parties. No supplement, amendment, or modification of this agreement shall be binding unless it is in writing and signed by all parties.
- The YMCA or Township may terminate this agreement at any time for any reason by giving at least thirty (30) days' notice in writing. If the agreement is terminated by the YMCA or Township as provided herein, the YMCA will be paid a fair payment and/or the Township will be compensated for services not rendered. The final payment will be negotiated between the YMCA and Township for work completed as of the date of termination.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Party A's and Party B's authorized officials. It shall be in force from January 1, 2024 to December 31, 2026. Parties A and B indicate agreement with this MOU by their signatures.

Signatures and Dates

Clippard Family YMCA

Colerain Township

Signature

Signature

Printed Name

Printed Name

Date

Date

PUBLIC SERVICES

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

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Adopt Five Year Road Plan

Recommend ADOPTION of the Motion.

Rationale:

Colerain Township's 2023 Road Program is in the final stages of completion. We were successfully able to complete almost two years' worth of paving with the generous approval of additional funds from Township Trustees.

The 2024 streets have been selected. Two streets, Saddleridge Dr and Ravensridge Ln, were scheduled to be added to the Hamilton County Engineer's 2023 project to repave Gaines Road. The Township would have reimbursed the County for the two streets, but the overall cost would have been less expensive if we had been able to piggyback off of the larger County project.

Unfortunately, the County was unable to add the streets as planned so the two streets have been added to Colerain's 2024 Road Program. Estimates are over budget. If additional funding cannot be secured, the Roads Division recommends removing Wincanton Dr from the 2024 list. Road crews are going to remeasure the proposed streets and reevaluate to see if there are any possible cost savings that would allow Wincanton to remain on the 2024 project. It is the staff's recommendation that the 2024 list be approved as is, and if cost savings or additional budget cannot be obtained, reductions can be made at a later date.

5 Year Road Paving Plan

2023 Road Program - Actual											
Total	\$2,746,875.00						4.15	17,232.80	\$ 2,584,920.00	Contingency	\$161,955.00
STREET	Sections	Asphalt	Curb	Total PCI	Grade	Route	Miles	Feet	Est \$150 Per Ft	Surface Type	Year to Pave
Butterwick Dr	1	40	50	42	F	4	0.27	1425.6	\$213,840.00	AC	
Gila Ct	1	40	60	44	F	2	0.19	1003.2	\$150,480.00	AAC	
Tripoli Dr	1	50	60	52	D	2	0.37	1932	\$289,800.00	AC	
Westerly Dr	1	40	80	48	F	6	0.43	2270.4	\$340,560.00	AAC	
Renetta Dr	1	50	60	52	D	2	0.11	580.8	\$87,120.00	APC	
AutumnrIDGE Dr	1	30	50	34	F	6	0.2	1056	\$158,400.00	APC	
Jillmarie Dr	1	40	70	46	F	5	0.11	580.8	\$87,120.00	APC	
Erin Dr	1	50	60	52	D	5	0.25	1320	\$198,000.00	AAC	
Klondike Ct	1	40	60	44	F	4	0.08	422.4	\$63,360.00	AAC	
Penarth Dr	1	40	40	40	F	4	0.25	1320	\$198,000.00	APC	
Wilson Ave	4	210	300	57	D	4	0.57	930	\$139,500.00	AAC	
Menominee Dr	3	160	150	53	D	3	0.8	1646	\$246,900.00	AC	Springdale South
Bluemeadows Ln	3	150	200	53	D	8	0.2	1214	\$182,160.00	AAC	
Newmarket	1	30	60	36	F	4	0.29	1531	\$229,680.00		

2024 Road Program											
Total	\$2,207,931.00						2.54	13381.4	\$2,007,210.00	Contingency	\$200,721.00
STREET	Sections	Asphalt	Curb	Total PCI	Grade	Route	Miles	Feet	Est \$150 Per Ft	Surface Type	Year to Pave
Snowflake Ln	1	30	40	32	F	5	0.28	1478.4	\$221,760.00	APC	
Springlen Ct	1	20	30	22	F-	5	0.03	158.4	\$23,760.00	AAC	
Spalding Dr	1	40	60	44	F	6	0.42	2217.6	\$332,640.00	AC	
Trelawney Ct	1	50	50	50	D	2	0.11	580.8	\$87,120.00	AAC	
Saddleridge Dr	1	40	50	42	F	9	0.18	950.4	\$142,560.00		
Fulbourne Dr	1	30	50	34	F	4	0.4	2112	\$316,800.00	AAC	
Ravensridge Ln	1	30	70	38	F	9	0.11	580.8	\$87,120.00		
Haverknoll Dr	1	40	50	42	F	6	0.37	1939	\$290,850.00	AC	
Wincanton Dr	2	100	140	54	D	6	0.59	3100.0	\$465,000.00		
Snowvalley Ct	1	40	40	40	F	5	0.05	264.0	\$39,600.00		

2025 Road Program											
Total	\$1,245,816.00						1.43	7550.4	\$ 1,132,560.00	Contingency	\$113,256.00
STREET	Sections	Asphalt	Curb	Total PCI	Grade	Route	Miles	Feet	Est \$150 Per Ft	Surface Type	Year to Pave
Amarillo Ct	1	20	30	22	F-	4	0.09	475.2	\$71,280.00	AC	
Hollyridge Ct	1	20	50	26	F	5	0.06	316.8	\$47,520.00	AAC	
Spiritridge Ln *	1	30	0	30	F	7	0.28	1478.4	\$221,760.00	AAC	
Chippenham Ct	1	30	50	34	F	4	0.14	739.2	\$110,880.00	APC	
Glenknoll Ct	1	30	50	34	F	5	0.09	475.2	\$71,280.00	AC	
Hawkhurst Dr	1	30	50	34	F	4	0.34	1795.2	\$269,280.00	AAC	
Hollybrook Ct	1	40	20	36	F	2	0.14	739.2	\$110,880.00	AAC	
Planet Dr	2	70	80	36	F	2	0.29	1531.2	\$229,680.00	AAC	
Commodore	1	40	50	42	F	2	0.26	1372.8	\$205,920.00		

2026 Road Program											
Total	\$1,054,152.00						1.21	6,408.80	\$ 958,320.00	Contingency	\$95,832.00
STREET	Sections	Asphalt	Curb	Total PCI	Grade	Route	Miles	Feet	Est \$150 Per Ft	Surface Type	Year to Pave
Ambassador Dr	1	40	60	44	F	4	0.2	1056	\$158,400.00	APC	
Jackfrost Wy	1	40	40	40	F	5	0.3	1584	\$237,600.00	AC	
Ridgevalley Ct	1	40	80	48	F	9	0.26	1372.8	\$205,920.00	APC	
Cheltenham Dr	1	40	50	42	F	4	0.17	897.6	\$134,640.00	AC	
Chapel Heights	1	40	80	48	F	9	0.14	739.2	\$110,880.00		
Mars Ct	2	80	110	43	F	2	0.08	442.4	\$63,360.00		
Glohaven	1	50	60	52	D	9	0.06	316.8	\$47,520.00	AC	

2027 Road Program											
Total	\$1,920,204.00						2.50	11,637.60	\$ 1,745,640.00	Contingency	\$174,564.00
STREET	Sections	Asphalt	Curb	Total PCI	Grade	Route	Miles	Feet	Est \$150 Per Ft	Surface Type	Year to Pave
Brockton Dr	2	110	160	60	D	5	0.63	1764	\$264,600.00	AAC	
Silva Dr	4	220	270	58	D	5	0.48	2534.4	\$380,160.00		
Roundtop Rd	2	120	150	63	D	5	0.37	1953.6	\$293,040.00		
Coogan Dr	1	40	70	46	F	2	0.63	3326.4	\$498,960.00		
Cornwall	1	70	70	70	C	2	0.39	2059.2	\$308,880.00		

2028 Road Program											
Total	\$1,080,288.00						1.24	6,547.20	\$ 982,080.00	Contingency	\$98,208.00
STREET	Sections	Asphalt	Curb	Total PCI	Grade	Route	Miles	Feet	Est \$150 Per Ft	Surface Type	Year to Pave
Sheldon Av	1	50	80	56	D	1	0.34	1795.2	\$269,280.00		
Blanchetta Dr	1	50	80	56	D	1	0.23	1214.4	\$182,160.00		
Spiritridge Ln*	1	30	0	30	F	7	0.28	1478.4	\$221,760.00		
Windsong Dr	1	40	30	38	F	3	0.39	2059.2	\$308,880.00		

PUBLIC SERVICES

Department: Administration
Department Director: Tiphannie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion Authorizing Township Administrator to Execute a Contract Amendment with Choice One Engineering for the addition of the Right of Way Plans for the Poole Road Sidewalk Project for \$28,500

Recommend ADOPTION of the Motion.

Rationale:

The current engineering contract with Choice One Engineering did not have a provision for the agency to develop the Right of Way Plans for the Poole Road Sidewalk project due to the uncertainty of the impact the project would have on the Right of Way. After the completion of the preliminary plans, it was determined that it will be necessary for temporary takes on eight (8) parcels in order to complete the project. A temporary take allows for the expansion of the right of way into private property for the use of staging or expanding the footprint of the construction site during a construction project. Once the project is completed, the area will be restored back to or better than its original condition and returned to the property owner. Development of the Right of Way plans will increase the contract amount by \$28,500.00 from \$105,753.00 to \$134,253.00.



Date

December 6, 2023

Attention

Jeff Weckbach
Township Administrator

Address

Colerain Township
4200 Springdale Road
Colerain Township, OH 45251

Subject

Amendment to Agreement for Professional Services
Poole Road Sidewalk (HAM-CR91-1.05-1.43, PID 119068)
HAM-COL-2202

Dear Mr. Weckbach:

The Agreement referred to herein was executed on 8/12/23 between Colerain Township, hereinafter referred to as Client and Choice One Engineering Corporation, hereinafter referred to as Choice One.

This Agreement is hereby modified by mutual consent and agreement as followed. Please execute the Agreement Amendment and return it to Choice One.

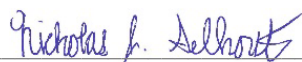
If you have any questions, please feel free to give us a call.

Colerain Township

Authorized Signature

Date

Choice One Engineering Corporation



Nicholas J. Selhorst, P.E., Project Manager

12/6/23

Date

W. Central Ohio/E. Indiana
440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky
8956 Glendale Milford Rd., Suite 1
Loveland, OH 45140
513.239.8554 Phone



Scope of Services

Project Snapshot

The Scope of Services will be expanded to include the following:

1. ODOT Right-of-Way Plans

- a. Prepare a set of right-of-way plans to conform to the requirements of ODOT. Fees for preparation are based on acquisition by the Township of up to 0 permanent takes and 8 temporary takes. The set of right-of-way plans will include the following:
 - i. Legend Sheet
 - ii. Centerline Plat
 - iii. Property Map (Showing Total Tract)
 - iv. Summary of Parcels
 - v. Right-of-Way Detail Sheets (scale 1" = 20')
 - vi. ODOT Form Legal Descriptions

Compensation & Schedule

Compensation

Task	Additional Fee	Additional Fees From Previous Amendments	Original Fee	Total
Topographic Survey	\$0.00	\$0.00	\$14,900.00	\$14,900.00
Environmental Document	\$0.00	\$0.00	\$8,953.00	\$8,953.00
Construction Plans	\$0.00	\$0.00	\$81,900.00	\$81,900.00
R/W Plans	\$28,500.00	\$0.00	\$0.00	\$28,500.00
Total	\$28,500.00	\$0.00	\$105,753.00	\$134,253.00

Schedule

The above service will commence after receipt of the executed Agreement Amendment and be completed by the ODOT Ellis schedule dates.

PUBLIC SERVICES

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

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion Authorizing Township Administrator to Execute Agreement with D. R. Horton for Snow and Ice Removal of Crosley Meadows Subdivision

Recommend ADOPTION of the Motion.

Rationale:

The developer of the Crosley Meadows Subdivision has requested that the Township remove snow and ice on the unaccepted streets for the subdivision that they are constructing. The attached contract would compensate the Township at a rate of 10 cents per lineal foot (for a total of 1,786 lineal feet) of snow removal for each snow event.

In prior years, the Township would execute similar contracts for subdivisions that were under construction.

**AGREEMENT FOR SNOW REMOVAL
FROM DEDICATED BUT UNACCEPTED STREETS**

THIS AGREEMENT made this 4th day of December, 2023 by and between, D.R. Horton, whose address is 8180 Corporate Park Dr, Suite 100, Cincinnati, OH 45242, ("Owner"), and COLERAINTOWNSHIP BOARD OF TRUSTEES (the "Township").

WHEREAS, Owner has dedicated the following streets within Colerain Township, Hamilton County, Ohio as township streets, from which Owner desires to have the Township remove snow and ice as needed, but the same have not yet been accepted by the Hamilton County Commissioners:

SUBDIVISION NAME	STREET NAME	LINEAL FEET
Crosley Meadow	Crosley Meadow	800 LF
	Ava Ln	200 LF
	Amelia Ct	786 LF

TOTAL LINEAL FEET: 1,786

WHEREAS, until acceptance, Owner is responsible to keep said streets clear of snow and ice, and to bear all of the costs connected therewith; and

WHEREAS, if the Owner fails to keep the said roads clear of snow and ice, Ohio Revised Code Section 505.82 provides, among other things, that in the event of an emergency, the Township may remove ice and snow from dedicated but unaccepted streets but must give or attempt to give prior notice to the Owner, and must charge the Owner all actual costs incurred thereby; and

WHEREAS, Owner and Township recognize that the streets must be open and passable for the safety of the persons who reside thereon; and

WHEREAS, Owner and Township desire to establish an arrangement whereby the said streets can be cleared by the Township in a timely and efficient basis with costs to be charged to the Owner by the Township, without the procedures set out in Sec. 505.82, including the declaration of an emergency and prior notice to the Owner.

NOW, THEREFORE, the parties agree as follows:

1. Owner hereby requests that the Township clear ice and snow from the streets identified above, and Township hereby agrees to do so. Owner agrees to give Township a plat or print on which Owner has highlighted the streets or portions thereof to be cleared.
2. Owner authorizes the Township to enter upon said streets with its snow plow/salt trucks, and Owner agrees to keep the said streets free of debris, wires, building materials, construction equipment, and other obstructions which could hinder or damage the Township's snow plows/salt trucks.
3. Owner releases and agrees to hold the Township harmless from any and all liability for loss of damage to the street or to structures in the street which may result from the Township's snow plow/salt trucks, including possible damage from salt and ice melting chemicals.

4. The decision as to when and if the said streets are to be plowed and/or salted and/or inspected, and the frequency thereof, shall be solely the Townships, as determined by the Township Road Superintendent and/or his employees.
5. The parties agree that TEN CENTS (\$0.10) PER LINEAL FOOT of street PER TRAVERSE (or trip) by snow plow/salt truck is a fair and reasonable charge for the services to be rendered hereunder by the Township to the Owner, and Owner agrees to pay said sum to the Township promptly upon the Township's billing therefore. In the event that Owner fails or refuses to pay the sums agreed upon hereunder, the Owner consents and agrees that the Township shall certify the unpaid charges to the Hamilton County Auditor, who shall place the charges upon a special duplicate to be collected as other taxes against the Owner's property described above, and returned to the township general fund.
6. Owner waives the notice and other formal requirements and procedures set out in Ohio Revised Code Section 505.82 relating to snow removal by the Township from Owner's streets, and reimbursement for the Township's costs incurred in connection therewith.
7. The term of this agreement is from the date written above until May 1, 2023, or until acceptance of said streets by the Hamilton County Commissioners, whichever shall occur first. Provided, nevertheless, this agreement may be terminated by either party upon written notice given to the other.
8. This document contains the entire agreement of the parties. It supersedes all prior and oral agreements and understanding of the parties, and may be amended only in writing.

WITNESS our hands on the date first written above.

COLERAIN TOWNSHIP
BOARD OF TRUSTEES

OWNER:

D.R Horton

By: _____

By: Mehdi Moazen / Land Development Project Manager

Mehdi Moazen

Date: _____

Date: 1/4/2023

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 Appoint Members to the Board of Zoning Appeals
Recommend ADOPTION of the Motion.

Rationale:

The terms of Permanent and Alternate Members of the Board of Zoning Appeals have rotating expirations. Therefore appointments need to be approved annually. Permanent Members are appointed for five-year terms and Alternate Members serve for two-year terms.

For 2024, staff recommends the following appointments:

Board of Zoning Appeals - Permanent Member: Robert A. Bartolt
Board of Zoning Appeals - Alternate Member: Charles Thiemann

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 Appoint Members to the Zoning Commission
Recommend ADOPTION of the Motion.

Rationale:

The terms of Permanent and Alternate Members of the Zoning Commission have rotating expirations. Therefore appointments need to be approved annually. Permanent Members are appointed for five-year terms and Alternate Members serve for two-year terms.

For 2024, staff recommends the following appointments:

Zoning Commission - Permanent Member: J. Thomas Westfall
Zoning Commission - Alternate Member: Linda Sue Gauggel

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 Approve Zoning Department 2024 Fee Schedule
Recommend ADOPTION of the Motion.

Rationale:



COLERAIN TOWNSHIP PLANNING & ZONING FEE SCHEDULE
PROPOSED EFFECTIVE 01/01/2024

<u>ZONING CERTIFICATE TYPE</u>	<u>FEE</u>
RESIDENTIAL ZONE DISTRICTS:	
SINGLE FAMILY DWELLING	\$350 PER STRUCTURE
MULTI-FAMILY DWELLING	\$350 PER STRUCTURE + \$50/UNIT
ADDITIONS TO RESIDENTIAL DWELLING	\$150
DETACHED GARAGES, SHEDS, ACCESSORY OR TEMPORARY STRUCTURES	\$35
SWIMMING POOLS (ABOVE OR BELOW GROUND)	\$100
FENCES, DECKS, WALLS, NEW/EXPANDED DRIVEWAYS, ANTENNA TOWERS	\$35
ALTERATIONS OR REPAIRS OF DWELLING	\$50
HOME OCCUPATIONS, SATELLITE DISHES, OUTDOOR WOOD BOILERS, SOLAR PANELS	\$50
NON-RESIDENTIAL ZONE DISTRICTS:	
BUILDINGS:	
5,000 SQUARE FEET OR LESS	\$500 PER STRUCTURE
5,001 SQUARE FEET TO 10,000 SQUARE FEET	\$600 PER STRUCTURE
10,001 SQUARE FEET TO 15,000 SQUARE FEET	\$700 PER STRUCTURE
15,001 SQUARE FEET TO 20,000 SQUARE FEET	\$800 PER STRUCTURE
20,001 SQUARE FEET OR MORE	\$1000 PER STRUCTURE
INTERIOR ALTERATIONS/FINISHES OR REPAIRS OF STRUCTURES	\$350
BUILDING ADDITIONS	\$250
TEMPORARY TENTS, TRAILERS, & STRUCTURES	\$100
ACCESSORY STRUCTURES, WALLS, FENCES, DECKS, ANTENNA TOWERS, SATELLITE DISHES, SOLAR PANELS, ELECTRIC CHARGING STATIONS/ALTERNATIVE FUEL STATIONS, MOBILE FOOD SERVICE	\$150
SIGNS:	
NEW GROUND & POLE SIGNS	\$250
NEW WALL, AWNING, DIRECTIONAL	\$150
TEMPORARY SIGN	\$50
BILLBOARD	\$1500 PER SIDE
FACE CHANGE	\$150 (SINGLE FACE)
MISCELLANEOUS:	
CHANGE OF USE CERTIFICATE	\$150
NON-CONFORMING USE CERTIFICATE	\$100
LOT SPLIT - MINOR	\$150 PER NEW LOT (MINOR)
LOT SPLIT - MAJOR (6-20 NEW LOTS)	\$1300 FLAT FEE (6-20 LOTS)
LOT SPLIT - MAJOR (OVER 20 NEW LOTS)	\$65 PER NEW LOT
REVISION TO ZONING CERTIFICATE (WITHIN 90 DAYS)	1/2 ORIGINAL FEE
SMALL CELLULAR TELECOMMUNICATION FACILITIES	\$100

ZONING TEXT & MAP AMENDMENTS:

SINGLE FAMILY DISTRICTS	\$1,300 + \$150 PER ACRE
MULTI-FAMILY DISTRICTS	\$1,300 + \$150 PER ACRE
BUSINESS DISTRICTS	\$1,300 + \$150 PER ACRE
"SWD" & "ME" LANDFILL & EXCAVATION DISTRICTS	\$1,300 + \$150 PER ACRE
"RF" FLOOD PLAIN MANAGEMENT	\$300
HILLSIDE DEVELOPMENT OVERLAY DISTRICTS	\$1,300 + \$150 PER ACRE
ADMINISTRATIVE MODIFICATION	\$150
FINAL DEVELOPMENT PLANS AND MINOR MODIFICATIONS	\$550
MAJOR MODIFICATIONS TO PD	\$1,300
LAND USE MAP CHANGES	\$500
OPEN SPACE DEVELOPMENT	\$1,300 + \$150 PER ACRE
TEXT AMENDMENT	\$1,300

*ADJACENT PROPERTY OWNERS, LEGAL NOTICES, AND RECORDING FEES - APPLICANT PAYS ALL CHARGES

BOARD OF ZONING APPEALS:

VARIANCE	\$350
COMPATIBLE NON-CONFORMING USE	\$350
CONDITIONAL USE	\$350
APPEAL OF ZONING ADMINISTRATOR DECISION	\$350

*ADJACENT PROPERTY OWNERS AND LEGAL NOTICES - APPLICANT PAYS ALL CHARGES

MISCELLANEOUS FEES:

PLANNING & ZONING DOCUMENTS	10¢ PER PAGE
ZONING MAP (36" x 50")	\$30
LAND USE MAPS (36" x 44")	\$30
11" x 17" MAPS	\$10
PROPERTY OWNER SEARCH/PLAT MAP	\$30
ZONING CERTIFICATION / VERIFICATION LETTER	\$125

NOTES:

MAKE CHECK PAYABLE TO: COLERAIN TOWNSHIP BOARD OF TRUSTEES

LEGAL NOTICES FOR PUBLIC HEARINGS - ESTIMATED MINIMUM FEE/HEARING \$125

ADJACENT PROPERTY OWNERS NOTICES - CURRENT COST FOR USPS 1ST CLASS MAIL \$0.66

RECORDING FEES - ESTIMATED MINIMUM FEE: SEE HAMILTON COUNTY RECORDING FEE SCHEDULE

ALL FEES ARE NON-REFUNDABLE

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 Approve 2024 Meeting & Submission Dates for the Board of Zoning Appeals
Recommend ADOPTION of the Motion.

Rationale:



BOARD OF ZONING APPEALS

Schedule of Meetings &
Submission Deadlines

2024

<u>Submission Deadline</u>	<u>Meeting Date</u>
December 15, 2023	January 24, 2024
January 19, 2024	February 28, 2024
February 16, 2024	March 27, 2024
March 15, 2024	April 24, 2024
April 12, 2024	May 22, 2024
May 17, 2024	June 26, 2024
June 14, 2024	July 24, 2024
July 19, 2024	August 28, 2024
August 16, 2024	September 25, 2024
September 13, 2024	October 23, 2024
October 11, 2024	November 20, 2024
November 8, 2024	December 18, 2024
December 13, 2024	January 22, 2025

Meetings begin at 6:30 P.M.

Meetings are generally held on the fourth Wednesday of the month.

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 Approve 2024 Meeting & Submission Dates for the Zoning Commission
Recommend ADOPTION of the Motion.

Rationale:



ZONING COMMISSION

Schedule of Meetings &
Submission Deadlines

2024

<u>Submission Deadline</u>	<u>Meeting Date</u>
December 7, 2023	January 16, 2024
January 11, 2024	February 20, 2024
February 8, 2024	March 19, 2024
March 7, 2024	April 16, 2024
April 11, 2024	May 21, 2024
May 9, 2024	June 18, 2024
June 6, 2024	July 16, 2024
July 11, 2024	August 20, 2024
August 8, 2024	September 17, 2024
September 5, 2024	October 15, 2024
October 10, 2024	November 19, 2024
November 7, 2024	December 17, 2024
December 12, 2024	January 21, 2025

Meetings begin at 6:00 P.M.

Meetings are generally held on the third Tuesday of the month.

DEVELOPMENT

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

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

Motion to set a Public Hearing for January 2, 2024 re: Zoning Commission Case ZA2023-16, Zoning Text Amendment to Modify Mobile Food Services Regulation

Rationale:

The Colerain Township Board of Trustees are required to hold a public hearing on recommendations received from the Colerain Township Zoning Commission prior to approving or denying any text amendments to the Zoning Resolution.

This Public Hearing must be held within 30 days of receipt of the recommendation from the Zoning Commission. Due to the schedule change for the next Regular Meeting of the Board of Trustees to January 23, 2024, the Public Hearing is being requested for January 2, 2024 during the scheduled Organizational Meeting of the Board of Trustees.

Receipt of Zoning Commission's

Recommendation:

Case #:

Request:

Meeting Date:

Prepared by:

Board of Trustees

ZA2023-16

Zoning Text Amendment

December 12, 2023

David Miller, Development Director

Request:

That the Colerain Township Board of Trustees accepts the following as their receipt of the Colerain Township Zoning Commission's recommendation of APPROVAL for the proposed Zoning Text Amendment which was presented at a public hearing to the Colerain Township Zoning Commission on November 21, 2023 as case ZA2023-16, Zoning Text Amendment.

Furthermore, it is requested that the Colerain Township Board of Trustees schedule a public hearing on the matter for January 2, 2024.

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



David L. Miller
Development Director

DEVELOPMENT

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

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

Motion to set a Public Hearing for January 2, 2024 re: Zoning Commission Case ZA2023-17, Zoning Map Amendment from R-6 to B-1 for 3541 & 3551 Banning Road

Recommend ADOPTION of the Motion.

Rationale:

Zoning Map Amendment recommendations from the Colerain Township Zoning Commission require the Board of Trustees to hold a Public Hearing prior to consideration of the changes.

This Public Hearing must be held within 30 days of receipt of the recommendation from the Zoning Commission. Due to the schedule change for the next Regular Meeting of the Board of Trustees to January 23, 2024, the Public Hearing is being requested for January 2, 2024 during the scheduled Organizational Meeting of the Board of Trustees.

Receipt of Zoning Commission's

Recommendation:

Case #:

Request:

Meeting Date:

Prepared by:

Board of Trustees

ZA2023-17

Zoning Map Amendment

December 12, 2023

David Miller, Development Director

Request:

That the Colerain Township Board of Trustees accepts the following as their receipt of the Colerain Township Zoning Commission's recommendation of APPROVAL for the proposed Zoning Map Amendment which was presented at a public hearing to the Colerain Township Zoning Commission on November 21, 2023 as case ZA2023-17, Zoning Map Amendment.

Furthermore, it is requested that the Colerain Township Board of Trustees schedule a public hearing on the matter for January 2, 2024.

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



David L. Miller
Development Director

DEVELOPMENT

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

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

Motion Authorizing Township Administrator to Execute Agreement with Transformance Realty and Gossman Group for up to \$80,000

Recommend ADOPTION of the Motion.

Rationale:

The attached proposal, from Transformance Realty and Gossman Group, would allow the Township to develop a deeper understanding of the physical, legal, and market challenges and opportunities for the former Sears site and Northgate Mall. The properties that make up the mall are subject to a reciprocal easement agreement, and one of the goals of this engagement would be to fully understand how that document applies to the properties today. The end result would be a document that would "articulate logical land use development options" and "serve as an introduction of the redevelopment opportunity to developers."

PROPOSAL

28 NOV 23

Northgate Mall Strategic Redevelopment Plan

Prepared by: Transformance Realty
5065 Shattuc Avenue
Cincinnati, Ohio 45208
513-404-1834
jheekin@transformancerealty.com

Prepared for: Jeff Weckbach
Township Administrator
4200 Springdale Road
Colerain Township, OH 45251
jweckbach@colerain.org

Mr. Weckbach:

Transformance Realty & Gossman Group *design & planning* are pleased to present this revised proposal to assist Colerain Township with a redevelopment strategy for the re-purposing the Northgate Mall property. This proposal has been prepared as a result of our most recent discussion regarding an initial first step to support the Township's intent to provide leadership in the pursuit of a redevelopment strategy for Northgate Mall.

PROJECT APPROACH

The Township's previous investment into the "Northgate Tomorrow" planning initiative produced a creative planning document that provided thematic development schemes to help envision what redevelopment might look like in the future

It is our opinion that the first step in preparing a strategic redevelopment is to explore the existing legal structure and understand the current project infrastructure and building use.

With separately owned out-parcels in place along Colerain Blvd, and a high cost of acquisition to secure them, a logical redevelopment approach could be explored that leaves the front portion of the site alone [except for the public realm] while focusing on the rear portion of the property for repurposing. This could prove to be the fastest way forward to create significant impact and encourage current and/or future property owners to unite in a common vision for a Colerain Town Center development.

Mall Developments are bound by Reciprocal Easement Agreements (REA'S). The parties are usually the department stores and the mall owner. However, there may be other parties included in the REA like out- parcel owners. Additionally, there are various types of property control mechanisms that can be woven into the agreement (Fee simple ownership, Leasehold interests, ground leases, Use limitations and multiple lenders, mortgages, deeds.) Since every department store company likely had a bankruptcy or acquisition of their assets there will be a complicated finance and legal gauntlet that will have to be navigated. A thorough investigation and analysis of these agreements will be needed to create a successful redevelopment strategy for the Northgate site.

Understanding that the current property owners will remain in-place, a strategy will need to be created designed to communicate the benefits of a new pedestrian focused town center development.

It is our recommendation that a quick site organizational diagram be created at the conclusion of our analysis efforts to articulate logical land-use development options. These diagrams should not be mis-construed as a final site plan design but rather to illustrate proposed development patterns and opportunities reflective of the site & ownership information collected. The diagrams would serve as an introduction of the redevelopment opportunity to developers during the RFP process.

PLANNING TEAM MEMBERS

Transformance Realty & Gossman Group [TR / GG] are proposing a joint venture collaboration between the two firms to address the project. TR / GG have collaborated on projects in the past and believe we can bring the special skill sets from each firm to bear on this project to maximize results.

In addition, we can assist the Township in vetting specialty professional consultants that can bring their expertise to the Colerain Township team as special investigations or expertise are required to broaden our team's capabilities. This will help expedite discovery of issues and solidify opportunities to create a developable project. Below we have identified several specialty consultants that may be called upon to assist our team.

Legal Consultant

A legal team will need to be engaged to assist our team in the review of legal documents and provide recommendations on proposed strategies to solidify a redevelopment implementation plan. I am going to suggest either Fred Caspar of Dinsmore or Scott Kadish of Ulmer Berne who was involved with Steiner & Associates, builders of Newport on The Levee and Easton Towne Center.

Civil Engineer

A civil engineer will be an important team member during the site analysis phase of our work. A thorough understanding of the existing on-site infrastructure systems will be necessary in order for our team to make cost effective decisions for the repurposing of the site. Understanding how existing systems may or may not comply with current site design standards and code requirements will be an important evaluation.

Our recommendation for the civil engineer firm to assist with the initiative is Thomas Graham & Associates because of their long history with and understanding of the Northgate property.

Assumptions

1. Our team will use existing drawings of the site or buildings supplied by Colerain Township to serve as a basis to perform our work.
2. We will assist the Township in hiring other potential team members with particular areas of expertise necessary for further investigation and analysis of the development opportunity.
3. A contact person with the Township will serve as a project manager and our contact for the initiative.
4. Our team will be introduced to the various property owners at the onset to be able to begin the due diligence efforts of securing information to be reviewed and assessed.
5. In our gaining a legal understanding, we will engage with the current owner of the mall to make sure we have either all existing documents or agree they are missing.

PROFESSIONAL FEES AND REIMBURSABLE EXPENSES

The professional fees for our proposed scope of services are outlined below. These fees have been developed from our knowledge of the professional expertise and talent required to complete the tasks provided in this proposal.

TR/GG will provide the services described in the Proposal on an hourly basis within the fee range as presented below.

STEP 1 Analyze

***Total Fee Range Estimate**

\$60,000 - 80,000

* NOTES:

- *This fee estimate is based on the assumptions, and proposed scope identified above along with our knowledge and experience with similar initiatives.*
- *We assume a 3-4 month engagement period to complete the tasks and work schedule.*
- *The fee will be invoiced @ \$20,000 per month.*
- *Obviously, IF the Due Diligence work performed during this phase moves swiftly and less time is required of our team, the total time and fee involved in the initiative will be reduced.*

Note:

Minor Reimbursable Expenses are included in the fees presented above. These include printing/reproductions, special materials/services, photography, long distance/fax phone charges, automobile mileage expenses, final electronic copy of deliverables and delivery/postage services. Reimbursable Expenses not included in our fees are defined as; Travel related expenses such as; airfare, rental car, lodging and extended stay expenses.

PRELIMINARY SCHEDULE

Based upon our work on similar projects and the scope of the project, we feel a 3 - 4 month period would be adequate to complete the Step 1 work program as described above.

ADDITIONAL SERVICES

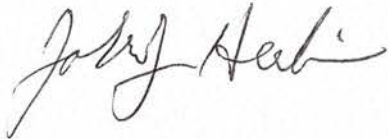
TR/ GG can provide other professional services to the Township as the initiative evolves. These services might include;

- Detailed Site & Building Studies
- Renderings for Marketing Purposes
- Animated Graphics for Marketing Purposes

If you have any questions concerning this Revised Proposal or, if we have misunderstood or misinterpreted your requirements, we would be pleased to meet and discuss our assumptions and approach to the initiative at your convenience.

If these terms are acceptable to you, please sign and return one electronic copy to our office which will serve as an indication of your authorization to proceed.

Respectfully submitted,
Transformance Realty



John Heekin
President

Gossman Group, LLC



Craig E. Gossman, AIA; NCARB
Principal

Name

Title

Colerain Township

Signature

Date

DEVELOPMENT

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Motion Authorizing 90 Day Extension - 9929 Capstan Demolition Agreement

Recommend ADOPTION of the Motion.

Rationale:

The Township received the attached request for an extension of the existing agreement with the Mendenhall's who purchased and are in the process of rehabilitating 9929 Capstan. The applicants requested an extension of the agreement through May 15, 2024 (162 days). Based on a review of the continued progress made on the property, an initial 90-day extension of the original agreement would be consistent with other parameters in the original project timeline, which featured a due date of December 6, 2023. The new deadline with a 90-day extension would be March 5, 2024.

Update on 9929 Capstan Demo/Reno Agreement

Due to having to wait on contractors and supplies, and sometimes needing to get replacement subs for some aspects of the job, which caused the job to slow down, we are hoping to get an extension of time on this agreement.

About 3 weeks ago, we were informed that we needed to purchase a Vacant Building Maintenance License for this property that will be in force until May 15, 2024. We didn't think we needed one since the property was under construction. But we were told we needed to acquire one because it is vacant. With that in mind could we use that date as the new completion date?

Regarding Phase 1 Benchmarks:

Everything is complete. We would like to make a comment about the weekly Rumpke trash service. We contacted Rumpke and were told that there was no use in having any trash service at the present time, because while the property is under construction, they will not pick up construction waste. We have been removing all construction waste.

Regarding Phase II Benchmarks:

We would like to explain where we are on each benchmark item.

- Electric is about 90% complete. We brought in a new 200 amp electric service. We ran a 60 amp subpanel service to the garage.
- Plumbing rough is complete. Finish plumbing (faucets, toilet, etc) still needs to be completed.
- HVAC installation is complete. New gas line has been run from the street to the house.
- New LV flooring being installed today.
- Kitchen and bath cabinets scheduled to be delivered this week.
- Driveway resurfaced and a new driveway apron put in in front of the garage.
- Dead trees and stumps have been removed.
- The property was completed gutted, and the existing drywall removed.
- The existing sewer from the house to the right of way has been replaced.

Regarding Phase III Benchmarks:

The lawn has been kept cut. Final grading to be done with seed and straw.

Nobody wants to get this job done more than we do! We are looking forward to being complete well before that date.

Thank you so much for your consideration.

Mark and Pam Mendenhall

DEMOLITION/RENOVATION AGREEMENT

This Demolition Agreement, dated and effective as of the 28 day of March, 2023, (the “Effective Date”), by and between the Parties, **Colerain Township Board of Trustees** (“Colerain Township”) located at 4200 Springdale Road, Colerain Township, OH 45251, and **Mark D. and Pamela D. Mendenhall** (“Mendenhalls”) and **Real Estate Acquisition Specialists, LLC** (collectively referred hereafter as “Purchasers”) all of whom are located at 3562 Crestnoll Lane, Cincinnati, OH 45211, who recently purchased the property located at 9929 Capstan Drive, Cincinnati, Ohio 45251, (“the Property”) identified as parcel # 510-0111-0156-00 in Colerain Township.

WHEREAS, the Property at 9929 Capstan Drive, Cincinnati, Ohio 45251, has been a public health nuisance in Colerain Township since August 2020 when the Hamilton County Public Health Department issued then owner, Greta White, a Notice of Condemnation on August 26, 2020; and

WHEREAS, the Property has been an attractive nuisance with an uninhabitable and deteriorating structure in Colerain Township since January 2022 when the Colerain Township Fire Department declared the Property unsafe and a great risk to the neighborhood; and

WHEREAS, in accordance with R.C. 505.86, the Board of Trustees for Colerain Township approved Resolution No. 22-22 on March 8th, 2022, providing notice to the owners/lienholders that the Property has been declared to constitute an unsafe and structurally insecure attractive nuisance which is uninhabitable and ordering its demolition; and

WHEREAS, in accordance with R.C. 505.86, the Board of Trustees for Colerain Township Property held a public hearing on May 10, 2022, where the owners/lienholders of the Property were given at least 30 days prior notice, at which witnesses were duly sworn, gave testimony, and presented evidence to the Board of Trustees that the Property was unsafe and insecure and the

Board of Trustees for Colerain Township approved Resolution No. 68-22 ordering the Property to be demolished; and

WHEREAS, on November 5, 2021, the Hamilton County Land Reutilization Corporation filed an action and Complaint for Foreclosure of Tax Liens against William H. White, Greta L. White, and others with potential interest in the Property as Case No. A2103870 entitled *Hamilton County Land Reutilization Corporation v. William H. White, et al.* (the “Lawsuit”); and

WHEREAS, on November 10, 2022, the Hamilton County Land Reutilization Corporation obtained Judgment Entry and Decree of Foreclosure in the Lawsuit which resulted in an Order for Sale of the Property on March 8, 2023; and

WHEREAS, the Purchasers were the highest and best bidder at the aforementioned Sheriff’s Sale and purchased the Property for \$86,100.00; and

WHEREAS, Purchasers concede Colerain Township has taken all step necessary to legally demolish the Property, but are willing to provide Purchasers one last chance to bring the Property into compliance and out of its current nuisance status under the following conditions.

NOW, THEREFORE, the Purchasers hereby agree to the following conditions:

1. Condition #1: Purchasers Will Provide Security Bond for Demolition of Property

Purchasers acknowledge Colerain Township is foregoing grant monies obtained exclusively for the demolition of the nuisance Property by providing additional time for this one last chance to bring the Property into compliance. Therefore, Purchasers agree to immediately provide Colerain Township a cash security bond of fifteen thousand dollars and no cents (\$15,000.00) to be utilized to cover the cost of any future demolition of the Property in the event that Purchasers cannot satisfy all of the terms and conditions set forth in this Demolition Agreement.

2. Condition #2: Purchasers Will Meet the Following Required Benchmarks for the Rehabilitation of the Property.

Purchasers agree that the residence on the Property currently is a nuisance which needs to be brought into compliance with the Zoning Resolution and Property Maintenance Code of Colerain Township. Purchasers also agree that a number of items need to be completed in order to rectify the Property's current problems and understand that the Township needs specific benchmarks as to those below-referenced multiple items. Purchasers agree that determinations as to completion of the below-referenced items which need to be completed to address the Property's current problems rest at the sole discretion of the Board of Trustees of Colerain Township and/or any designee as selected by the Board. Purchasers agree to completing all of the following benchmarks with respect to rehabilitating the Property and bringing the Property into compliance:

A. Benchmarks Due Within Ninety (90) Days After Confirmation of Sale¹

- New Roof Gutters and Downspouts on the Property's Residence and Garage
- New Siding on Residence and Garage
- New Front and Back Exterior Doors and Windows on Residence
- New Garage Door
- Fencing Repair on Property
- Acquisition of all required building permits, electrical permits, water works permits, and all other potential permits required to complete the renovation
- The property will comply with the Township's current requirements for trash service and the owner will reinstitute weekly collection services

¹ The ninety (90) days count down will ***begin*** from the date of Confirmation of Sale of the Property to the Purchasers which shall be no later than April 10, 2023.

***** All of the above-referenced benchmarks contained in this paragraph 2(a) shall be completed no later than July 9, 2023. *****

B. Benchmarks Due Within Two Hundred and Forty (240) Days *After* Confirmation of Sale²

- New Electric in the Property's Residence
- New Plumbing in the Property's Residence
- New HVAC in the Property's Residence
- New Flooring in the Property's Residence
- New Kitchen and Bath in the Property's Residence
- Driveway Resurfaced
- Removal of ALL Dead Trees and their stumps located on the Property
- Removal and remediation of all mold and mold spores at the Property
- Repair of existing sewer lines and restoration of sewer services to the Property from the public sewer main to plumbing stack
- Mendenhall assumes all risk associated with any unforeseen conditions.

***** All of the above-referenced benchmarks contained in this paragraph 2(a) shall be completed no later than December 6 2023. *****

3. Condition #3: Maintenance of Yard and Compliance with Zoning Resolution and Property Maintenance Code

Purchasers agree the yard of the Property including, but not limited to, maintenance of the lawn and weeds, will be cut, manicured, and maintained during the entirety of Purchaser's ownership of the Property. Furthermore, Defendants covenant to further maintain the Property

² The two hundred and forty (240) days count down will ***begin*** from the date of Confirmation of Sale of the Property to the Purchasers which shall be no later than April 10, 2023.

and residence in compliance with Colerain Township Zoning Resolution and/or Property Maintenance Code or any other Township rule while it remains in their possession.

A. Failure of Purchasers to Meet ALL Required Conditions and Benchmarks.

If it is determined by the Colerain Township Board of Trustees that the Purchasers have failed to satisfy ALL of the conditions and benchmarks as detailed above, then Colerain Township is granted permission by the Purchasers to utilize the cash security bond of fifteen thousand dollars and no cents (\$15,000.00) to cover the cost of demolition of the Property.

B. Purchasers Successful Completion of ALL Required Conditions and Benchmarks.

If it is determined by the Colerain Township Board of Trustees that the Purchasers have satisfied ALL of the conditions and benchmarks as detailed above, then Colerain Township shall release the cash security bond of fifteen thousand dollars and no cents (\$15,000.00) back to Purchasers. Meeting all of the aforementioned conditions and benchmarks shall be determined by the discretion of the Colerain Township Board of Trustees and such bond release shall occur via a motion made and voted on by the Colerain Township Board of Trustees in a public meeting.

C. Authority. All Parties hereto represent and warrant to the others that: (a) if an individual, he/she is of sound mind and is entering into this Demolition Agreement of his/her own free will, after having an opportunity to consult with legal counsel; (b) if a political subdivision or business entity, the political subdivision or business entity representative(s) signing this Demolition Agreement has the full authority and consent of the political subdivision/business entity to bind the entity; (c) all necessary action on the part of each Party hereto required to be taken in connection with the execution, delivery and performance of this Demolition Agreement and of any documents delivered or to be delivered pursuant to this Demolition Agreement will be duly and effectively taken.

D. Entire Agreement. This Demolition Agreement constitutes the entire and final agreement between the Parties, and there are no agreements, understandings, warranties or representations among the Parties except as set forth herein.

E. Binding Effect. This Demolition Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective heirs, personal representatives, estates, successors and assigns upon having been executed by all of the Parties hereto. This Demolition Agreement in no way affects the ability of Colerain Township to enforce its Zoning and/or Housing Code or any other Township rule on the Property. This Demolition Agreement is not applicable to any other property Defendants have and/or will or may own in Colerain Township and the conditions expressed herein are exclusively limited to the property located at 9929 Capstan Drive, Cincinnati, Ohio 45251.

F. Headings. Headings contained in paragraphs or Exhibit "A" contained in this Settlement Agreement are for reference purposes only and are not intended to affect in any way the meaning or interpretation of this Demolition Agreement.

G. Execution and Delivery by Facsimile Transmission and in Counterparts. This Demolition Agreement may be executed and delivered by facsimile transmission and in any number of counterparts, each of which will be deemed an original document, but all of which will constitute a single document; provided, however, that this Demolition Agreement shall not be binding on or constitute evidence of a contract between the Parties until such time as a counterpart of this Settlement Agreement has been executed by each party and a copy thereof delivered or transmitted to each party of this Settlement Agreement or to its counsel. The Effective Date of this Demolition Agreement will be the date when Purchasers have signed and executed this Demolition Agreement.

H. **Governing Law.** This Demolition Agreement will be interpreted and construed under the internal laws of the State of Ohio, regardless of the domicile of any party, and will be deemed for such purposes to have been made, executed and performed in Cincinnati, Ohio.

I. **Amendment.** Neither this Demolition Agreement nor any of the provisions and/or conditions hereof can be changed, waived, discharged or terminated, except by an instrument in writing signed by the Party against whom enforcement of the change, waiver, discharge or termination is sought.

J. **Savings Clause.** Should any part or provision of this agreement be rendered or declared invalid by reason of existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part of the agreement will not invalidate the remaining portions of the agreement and the remaining portions will remain in full force and effect.

THE PARTIES, BEFORE SIGNING BELOW, DECLARE THAT THEY HAVE COMPLETELY READ THIS INSTRUMENT, THAT THEY HAVE HAD AN OPPORTUNITY TO CONSULT AN ATTORNEYS REGARDING IT, AND THAT THEY UNDERSTAND THE TERMS HEREOF.

IN WITNESS WHEREOF, the Parties have executed this Release and Settlement Agreement on the date appearing below.

Purchasers:

3-28-23
Date

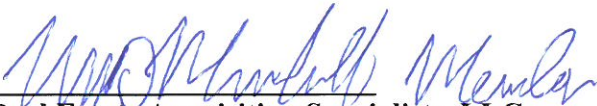
Mark D. Mendenhall 3-28-23
Mark D. Mendenhall

3.28.23
Date

Pamela D. Mendenhall
Pamela D. Mendenhall

Page 7 of 8

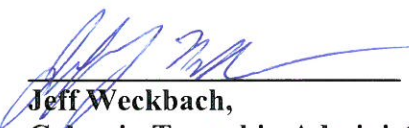
3-28-23
Date


Real Estate Acquisition Specialists, LLC

Mark D. Mendenhall³
Print Name

Colerain Township:

3/28/23
Date


Jeff Weckbach,
Colerain Township Administrator

³ I attest that I am a Representative with Authority to Sign on Behalf of Real Estate Acquisition Specialists, LLC.

Page 8 of 8



D137761267



IN THE COURT OF COMMON PLEAS
HAMILTON COUNTY, OHIO

HAMILTON COUNTY LAND
REUTILIZATION CORPORATION

CASE NO. A2103870

Plaintiff,

JUDGE JENNIFER L. BRANCH
MAGISTRATE MARGARET RENTZ

v.

WILLIAM H. WHITE, Et Al.

JOURNAL ENTRY CONFIRMING SALE
AND ORDERING DEED AND
DISTRIBUTING SALE PROCEEDS

Defendants.

FINAL APPEALABLE ORDER

This cause came to be heard on the return of the Sheriff of this County, for the sale of the real estate located at 9929 Capstan Drive, Cincinnati, Ohio 45239 (PPN: 510-0111-0156-00). Said real estate sold on March 8, 2023 for \$86,100.00 to the purchaser Mark Mendenhall (hereinafter "Grantee"). The Court finding that the sale was made in conformity to the law and orders of this Court, hereby orders the sale in these proceedings approved and confirmed.

IT IS THEREFORE ORDERED that the Sheriff convey to the said Grantee, whose address is 3562 Crestknoll Lane, Cincinnati, Ohio 45211, a deed for the lands and tenements described in Exhibit "A" attached hereto. Prior Deed References recorded in Volume 3743, Page 46 of the Hamilton County Official Records.

IT IS FURTHER ORDERED that the Grantee is subrogated to all the rights of the mortgagee and lien holders in the real estate to the extent necessary for the protection of its title, and writ of possession is hereby awarded to put it in possession of the real estate.

IT IS FURTHER ORDERED that the Clerk cause a release (or certified copy of this entry) to be filed for record to discharge of record the following liens as they relate only to the real estate herein:

1. Tax Certificate, in favor of Hamilton County Land Reutilization Corporation in the amount of \$5226.76, filed September 10, 2021, Hamilton County, Ohio records.

IT IS FURTHER ORDERED that there shall be no further equity of redemption, except that with respect to any interest held by the United States of America, Internal Revenue Service; the United States shall have the right to redeem within the time period provided by 28 U.S.C. §2410(C).

IT IS FURTHER ORDERED that the Sheriff pay from the sale price the following claims in the order of their stated priority:

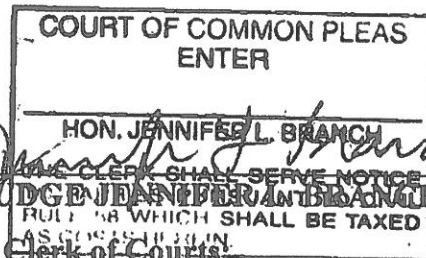
FIRST: To the Clerk of Courts for the costs of this action a total of \$2,974.10;

SECOND: To the Treasurer of Hamilton County, unpaid taxes, assessments, penalties, tax lien certificate[s] and interest and pro-rated taxes due and payable on said premises in the amount of \$10,762.63. Grantee takes the title subject to additional taxes, interest, penalties, assessments and any tax lien certificates due if any;

THIRD: The balance of \$72,363.27 shall be held by the Clerk of Court pending further Order of this Court.

IT IS SO ORDERED

3/23/23
Date



Ohio Civ. R. 58(B): To the Clerk of Courts:

INSTRUCTIONS TO THE CLERK: THIS IS A FINAL APPEALABLE ORDER. Pursuant to Civ. R. 58(B), you are to serve notice of this Judgment and its date of entry upon the journal to all parties not in default for failure to appear within three (3) days of the Judgment's entry upon the journal and note the service in the appearance docket.

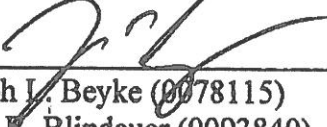
MAGISTRATE

MAR 20 2023

2
HAC SEEN

Please serve the attorney for each party and each party not represented by counsel with Notice of Judgment and its date of entry upon the journal.

Prepared by and submitted by:



Joseph I. Beyke (0078115)
Ryan K. Blindauer (0093840)
Beyke Law, LLC
8561 S. Mason-Montgomery Road, Suite 28
Mason, Ohio 45040
(513) 346-2836 / Fax: (513) 204-7900
Email: jbeyke@beykelaw.com

EXHIBIT "A"
DESCRIPTION OF LAND

Situated in County of Hamilton, State of Ohio and in Colerain Township

Being Lot No. 1696 of Northbrook Second Subdivision, Block "HH" as recorded in Plat Book 100, pages 75 and 76 of the Plat Records of Hamilton County, Ohio.

Subject to and together with easements, conditions, restrictions and covenants of record and subject to all legal highways.

Auditor's Parcel No.: 510-0111-0156-00

Commonly known as 9929 Capstan Drive, Cincinnati, Ohio 45251



JILL A. SCHILLER
HAMILTON COUNTY TREASURER

Sheriff Sale Tax Proration Statement

Case Number: A 2103870

Book-Plat-Parcel: 510-0111-0156-00

Property Address: 9929 Capstan Drive, Cincinnati, OH 45239

Current Owner: William H. White

Sale Date: Wednesday, March 8, 2023

Tax Lien Certificate Amount Due: \$8,414.60

Current Amount Due: \$1,998.88

Prorated Estimate of Future Amount Due: \$ 349.15

Total Amount Due:

\$10,762.63

NOTE:

- The 'Current Amount Due' represents all taxes, special assessments, penalties, and interest due for the above referenced parcel through the tax year prior to the sale date year.
- The 'Prorated Estimate of Future Amount Due' represents a proration of estimated future taxes based on the 'Sale Date' provided above.

County Treasurer or Designee

Chief Deputy
Title

13-Mar-23

Date

DEVELOPMENT

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Motion Authorizing 90 Day Extension - 2864 Houston Demolition Agreement

Recommend ADOPTION of the Motion.

Rationale:

To be consistent with the approach taken for the extension of the original agreement on 9929 Capstan, staff is recommending a similar extension be granted to the owners of 2864 Houston. Based on a conversation with those owners, there are three items remaining to be completed, as detailed below with the proposed dates for completion:

- New flooring installed - ETA 12/30/2023 due to issues w/ contractors
- Updated kitchen & bathrooms- ETA 12/30/2023 due to issues w/ contractors
- Patch/Repair driveway - Spring Project due to warranty, letter sent

The original agreement featured a due date of December 11, 2023. The new deadline with a 90-day extension would be March 10, 2024.

Effective Date: June 27th, 2023

Western Surety Company

LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 66705183That we, Robert C Johnson

of Reynoldsburg, State of Ohio, as Principal,
and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State of
Ohio, as Surety, are held and firmly bound unto the

Township of Colerain, State of Ohio, as Oblige, in the penal

sum of Fifteen Thousand and 00/100 DOLLARS (\$15,000.00),
lawful money of the United States, to be paid to the Oblige, for which payment well and truly to be made,
we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been
licensed Demolition Township of Colerain

by the Oblige.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply
with the laws and ordinances, including all amendments thereto, pertaining to the license or permit
applied for, then this obligation to be void, otherwise to remain in full force and effect until
June 27th, 2024, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class
U.S. Mail, to the Oblige and to the Principal at the address last known to the Surety, and at the expiration
of thirty-five (35) days from the mailing of said notice, this bond shall ipso facto terminate and the Surety
shall thereupon be relieved from any liability for any acts or omissions of the Principal subsequent to said
date. Regardless of the number of years this bond shall continue in force, the number of claims made
against this bond, and the number of premiums which shall be payable or paid, the Surety's total limit of
liability shall not be cumulative from year to year or period to period, and in no event shall the Surety's total
liability for all claims exceed the amount set forth above. Any revision of the bond amount shall not be
cumulative.

Dated this 27th day of June, 2023.

Principal

Principal

WESTERN SURETY COMPANY

By

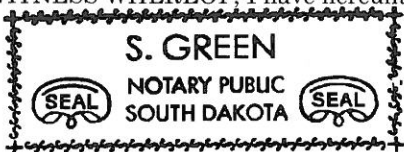
Paul T. Bruffat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

On this 27th day of June, 2023, before me, the undersigned officer, personally appeared Paul T. Bruflat, who acknowledged himself to be the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



My Commission Expires: February 12, 2027

S. Green
Notary Public — South Dakota

ACKNOWLEDGMENT OF PRINCIPAL
(Individual or Partners)

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, _____, before me personally appeared _____, known to me to be the individual _____ described in and who executed the foregoing instrument and acknowledged to me that _____ he _____ executed the same.

My commission expires _____, _____

Notary Public

ACKNOWLEDGMENT OF PRINCIPAL
(Corporate Officer)

STATE OF _____ }
COUNTY OF _____ } ss

On this _____ day of _____, _____, before me personally appeared _____, who acknowledged himself/herself to be the _____ of _____, a corporation, and that he/she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

My commission expires _____, _____

Notary Public

 Western Surety Company

License or Permit No. _____

LICENSE AND PERMIT
BOND
As _____

of _____

State of _____

Name of Applicant _____

Address _____

Filed _____

Approved this _____

day of _____

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Demolition Township of Colerain

bond with bond number 66705183

for Robert C Johnson

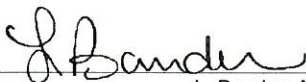
as Principal in the penalty amount not to exceed: \$ 15,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its
Vice President with the corporate seal affixed this 27th day of June,
2023.

ATTEST



L. Bauder, Assistant Secretary

WESTERN SURETY COMPANY

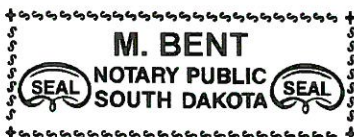
By Paul T. Bruflat
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss



On this 27th day of June, 2023, before me, a Notary Public, personally appeared
Paul T. Bruflat and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the
voluntary act and deed of said Corporation.



My Commission Expires March 2, 2026



Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



ADMINISTRATION

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal:

Motion to Set Organizational and Special Meeting at 6pm on January 2, 2024
Recommend ADOPTION of the Motion.

Rationale:

The State of Ohio requires that the Board of Trustees hold an organizational meeting each year. Colerain has typically scheduled this for 6PM on the first Tuesday of the year. Given that we are also required to hold public hearings per the Zoning Resolution at this meeting, the meeting will be both an organizational meeting and special meeting to hear and take action on those zoning cases.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Resolution Adopting Sidewalk Maintenance Assessments

Recommend ADOPTION of the Resolution.

Rationale:

The Board of Trustees held a public hearing earlier this evening to contemplate the adoption of assessments for the sidewalk maintenance program. The proposed assessments per property and per year can be found in the attached document. Adoption of this resolution would allow the Township to be reimbursed for the cost of the sidewalk repairs made throughout the community. A timeline of the project is below for reference.

3/29/23: Date of bid release

6/13/23: Date of construction contract award

11/22/23 & 11/29/23: Date of public notice

12/12/23: Date of public hearing

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____ p.m., on the _____ day of December, 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Cathy Ulrich, Dan Unger, and Matthew Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-23

RESOLUTION ESTABLISHING SIDEWALK CONSTRUCTION, REPAIR, REPLACEMENT, AND MAINTENANCE FOR CERTAIN PROPERTIES IN COLERAIN TOWNSHIP

WHEREAS, the sidewalk infrastructure of Colerain Township is a significant asset that impacts the quality of life for those who live, work, and visit Colerain Township and the Colerain Township Board of Trustees has determined that the implementation of a sidewalk construction, repair, replacement, and maintenance program is in the best interest of the Township and will improve the health, safety, and general welfare of its residents and those who work and visit the Township; and

WHEREAS, the Colerain Township Board of Trustees has the authority to assess the expense of construction, repair, and maintenance of sidewalks to the property owner abutting the construction, repair, or maintenance pursuant to Ohio Revised Code Section 5543.10; and

WHEREAS, in compliance with Ohio Revised Code Section 5543.10, the Colerain Township Board of Trustees held a public hearing on December 12, 2023 after providing proper notice via publication for three successive weeks in the Cincinnati Court Reporter stating the intention of the Colerain Township Board of Trustees to construct, repair, or maintain such improvements; and

WHEREAS, the Colerain Township Board of Trustees will assess abutting property owners one hundred (100%) for construction, repair, and maintenance of sidewalks the Township performs pursuant to Ohio Revised Code Section 5543.10; and

WHEREAS, the Colerain Township Board of Trustees desires that if a resident decides to perform the construction, repair, and maintenance of sidewalks within Colerain Township, he or she will follow the standards set by the Hamilton County Engineer and must arrange an inspection with the Colerain Township Public Services Department.

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

1. That the Board of Trustees hereby orders the Sidewalk Construction, Repair, and Replacement for the parcels identified in Attachment A.
2. That the Board of Trustees hereby resolves to assess abutting property owners one hundred (100%) for construction, repair, replacement, and maintenance work of sidewalks that the Township performs pursuant to Ohio Revised Code Section 5543.10.
3. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days, pursuant to Section 504.10 of the Ohio Revised Code, and hereby authorizes the adoption of the Resolution upon its first reading.
4. 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.
5. 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: Mrs. Ulrich _____, Mr. Unger _____ and Mr. Wahlert _____

ADOPTED this _____ day of December, 2023.

BOARD OF TRUSTEES:

Cathy Ulrich, Trustee

Dan Unger, Trustee

Matthew Wahlert, Trustee

ATTEST:

Jeff Baker,
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
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 December, 2023.

Jeff Baker
Colerain Township Fiscal Officer

Northbrook Neighborhood				
Parcel	Address	S.W/sq. ft.	Driveway Sq. ft.	Total # Blocks
510-0112-0138-00	9937 Loralinda	60		3
510-0112-0139-00	9933 Loralinda	100		5
510-0112-0140-00	9929 Loralinda	20		1
510-0112-0141-00	9925 Loralinda		40	2
510-0112-0142-00	9921 Loralinda	40		2
510-0112-0143-00	9917 Loralinda		40	2
510-0112-0144-00	9913 Loralinda	100	60	8
510-0112-0145-00	9909 Loralinda	20	60	4
510-0112-0146-00	9905 Loralinda	140	40	9
510-0112-0147-00	9901 Loralinda	20		1
510-0112-0149-00	9893 Loralinda	40		2
510-0112-0150-00	9889 Loralinda	20	40	3
510-0112-0152-00	9881 Loralinda	20	100	6
510-0112-0153-00	9877 Loralinda	10	20	2
510-0112-0154-00	9873 Loralinda	20		1
510-0112-0155-00	3248 Orangeburg	40	20	3
510-0112-0157-00	3260 Orangeburg	20		1
510-0112-0158-00	3266 Orangeburg	40	40	4
510-0112-0160-00	3278 Orangeburg	20	40	3
510-0112-0159-00	3272 Orangeburg	40	40	4
510-0112-0162-00	3265 Orangeburg		60	3
510-0112-0163-00	3257 Orangeburg	60	60	6
510-0112-0164-00	3251 Orangeburg	40	40	4
510-0112-0165-00	3245 Orangeburg	40		2
510-0112-0166-00	3239 Orangeburg	60	20	4
510-0112-0167-00	3233 Orangeburg	20	20	2
510-0112-0168-00	3227 Orangeburg	20	40	3
510-0112-0169-00	3221 Orangeburg	20	60	4
510-0112-0170-00	3215 Orangeburg	20		1
510-0112-0171-00	3207 Orangeburg		20	1
510-0112-0172-00	3201 Orangeburg	40		2
510-0112-0173-00	3200 Orangeburg	16		1
510-0112-0174-00	3206 Orangeburg		100	5
510-0112-0175-00	3212 Orangeburg	40		2
510-0112-0176-00	3218 Orangeburg	40		2
510-0112-0177-00	3224 Orangeburg	80	40	6
510-0112-0178-00	3232 Orangeburg	100	20	5
510-0112-0179-00	9865 Loralinda	100	40	7
510-0112-0180-00	9861 Loralinda	20		1
510-0112-0181-00	9857 Loralinda	40	60	5
510-0112-0182-00	9853 Loralinda	40	40	4
510-0112-0183-00	9849 Loralinda	20	40	3
510-0112-0184-00	9845 Loralinda	100	40	7
510-0112-0185-00	9841 Loralinda	20	80	5
510-0041-0016-00	9831 Loralinda	140		7
510-0041-0015-00	9821 Loralinda	100	40	7

Parcel	Address	S.W/sq. ft.	Driveway Sq. ft.	Total # Blocks	M__TOTAL	2024	2025	2026	2027	2028
510-0112-0138-00	9937 Loralinda Dr	52	0	3	\$ 728.00	\$ 145.60	\$ 145.60	\$ 145.60	\$ 145.60	\$ 145.60
510-0112-0139-00	9933 Loralinda Dr	100	0	5	\$ 1,400.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
510-0112-0140-00	9929 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0141-00	9925 Loralinda Dr	0	40	2	\$ 600.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
510-0112-0142-00	9921 Loralinda Dr	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0143-00	9917 Loralinda Dr	0	40	2	\$ 600.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
510-0112-0144-00	9913 Loralinda Dr	100	60	8	\$ 2,300.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00	\$ 460.00
510-0112-0145-00	9909 Loralinda Dr	20	60	4	\$ 1,180.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00
510-0112-0146-00	9905 Loralinda Dr	140	40	9	\$ 2,560.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00	\$ 512.00
510-0112-0147-00	9901 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0149-00	9893 Loralinda Dr	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0150-00	9889 Loralinda Dr	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0152-00	9881 Loralinda Dr	20	100	6	\$ 1,780.00	\$ 356.00	\$ 356.00	\$ 356.00	\$ 356.00	\$ 356.00
510-0112-0153-00	9877 Loralinda Dr	10	20	2	\$ 440.00	\$ 88.00	\$ 88.00	\$ 88.00	\$ 88.00	\$ 88.00
510-0112-0154-00	9873 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0155-00	3248 Orangeburg Ct	40	20	3	\$ 860.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00
510-0112-0156-00	3254 Orangeburg Ct	20	20	2	\$ 580.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00
510-0112-0157-00	3260 Orangeburg Ct	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0158-00	3266 Orangeburg Ct	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0160-00	3278 Orangeburg Ct	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0159-00	3272 Orangeburg Ct	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0162-00	3265 Orangeburg Ct	0	60	3	\$ 900.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00	\$ 180.00
510-0112-0163-00	3257 Orangeburg Ct	60	60	6	\$ 1,740.00	\$ 348.00	\$ 348.00	\$ 348.00	\$ 348.00	\$ 348.00
510-0112-0164-00	3251 Orangeburg Ct	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0165-00	3245 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0166-00	3239 Orangeburg Ct	60	20	4	\$ 1,140.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00
510-0112-0167-00	3233 Orangeburg Ct	20	20	2	\$ 580.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00	\$ 116.00
510-0112-0168-00	3227 Orangeburg Ct	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0169-00	3221 Orangeburg Ct	20	60	4	\$ 1,180.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00	\$ 236.00
510-0112-0170-00	3215 Orangeburg Ct	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0171-00	3207 Orangeburg Ct	0	20	1	\$ 300.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00
510-0112-0172-00	3201 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00

510-0112-0173-00	3200 Orangeburg Ct	8	0	1	\$ 112.00	\$ 22.40	\$ 22.40	\$ 22.40	\$ 22.40	\$ 22.40
510-0112-0174-00	3206 Orangeburg Ct	0	100	5	\$ 1,500.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
510-0112-0175-00	3212 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0176-00	3218 Orangeburg Ct	40	0	2	\$ 560.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00	\$ 112.00
510-0112-0177-00	3224 Orangeburg Ct	80	40	6	\$ 1,720.00	\$ 344.00	\$ 344.00	\$ 344.00	\$ 344.00	\$ 344.00
510-0112-0178-00	3232 Orangeburg Ct	100	20	5	\$ 1,700.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00	\$ 340.00
510-0112-0179-00	9865 Loralinda Dr	100	40	7	\$ 2,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
510-0112-0180-00	9861 Loralinda Dr	20	0	1	\$ 280.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
510-0112-0181-00	9857 Loralinda Dr	40	60	5	\$ 1,460.00	\$ 292.00	\$ 292.00	\$ 292.00	\$ 292.00	\$ 292.00
510-0112-0182-00	9853 Loralinda Dr	40	40	4	\$ 1,160.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00	\$ 232.00
510-0112-0183-00	9849 Loralinda Dr	20	40	3	\$ 880.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00	\$ 176.00
510-0112-0184-00	9845 Loralinda Dr	100	40	7	\$ 2,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
510-0112-0185-00	9841 Loralinda Dr	20	80	5	\$ 1,480.00	\$ 296.00	\$ 296.00	\$ 296.00	\$ 296.00	\$ 296.00
510-0041-0016-00	9831 Loralinda Dr	120	0	7	\$ 1,680.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00
510-0041-0015-00	9821 Loralinda Dr	100	40	7	\$ 2,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
510-0041-0013-00	9809 Loralinda Dr	60	20	4	\$ 1,140.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00	\$ 228.00
510-0041-0012-00	9805 Loralinda Dr	120	0	6	\$ 1,680.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00	\$ 336.00
510-0052-0422-00	9791 Loralinda Dr	0	40	2	\$ 600.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
510-0052-0421-00	9783 Loralinda Dr	60	0	3	\$ 840.00	\$ 168.00	\$ 168.00	\$ 168.00	\$ 168.00	\$ 168.00
510-0052-0420-00	9775 Loralinda Dr	40	20	3	\$ 860.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00
510-0052-0419-00	9767 Loralinda Dr	40	20	3	\$ 860.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00	\$ 172.00
510-0052-0418-00	9759 Loralinda Dr	100	0	5	\$ 1,400.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
		2350	1480		\$ 55,100.00					

ADMINISTRATION

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal:

Motion to Adopt the 2024 Strategic Plan and Budget Book
Recommend ADOPTION of the Motion.

Rationale:

Aligning our strategic priorities with the available resources is a critical component to moving Colerain Township forward. Over the past year, staff has engaged the Board, internal staff, and community in a dialog to determine what direction we should take as an organization over the next three years. This information helped to generate the theme for 2024-2026:

Growing a Thriving and Sustainable Community

This theme captures the six goal areas as adopted by the Board as legislative priorities. These priorities and goals were then translated into numerous initiatives that will be completed by all of our departments over the next three years. More information and the full Strategic Plan and Budget Book can be viewed at the link below:

<https://stories.opengov.com/coleraintownshiphamiltonoh/published/9MPoDGgEGh>

ADMINISTRATION

Department: Administration
Department Director: Tiphannie Mays, Assistant Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Resolution Adopting Organizational Chart 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.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at ____ p.m., on the ____ day of December, 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 December, 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 December, 2023.

Jeffrey Baker
Colerain Township Fiscal Officer

ORGANIZATION CHART



Jeff Baker
FISCAL OFFICER



TRUSTEES



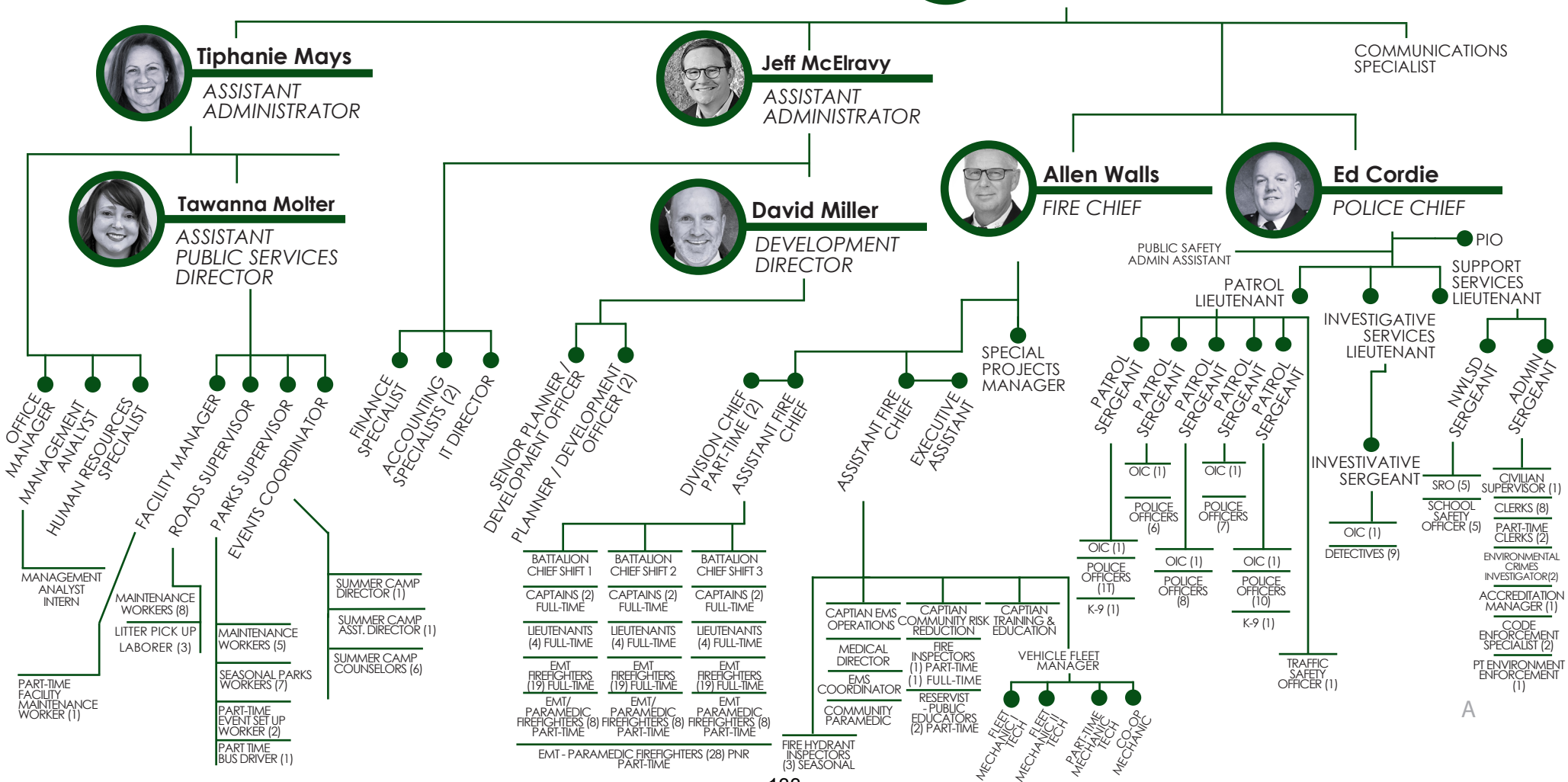
Daniel Unger



Matt Wahlert



Jeff Weckbach
ADMINISTRATOR



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 (PT).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 - Senior Planner/Development Officer.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:**

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	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 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

- 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:**

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 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:**

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 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:**

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 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:**

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 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:

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 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:**

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 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:**

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 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

**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 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.

**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 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.

SIGNATURE

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:**

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 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:**

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 (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.

SIGNATURE

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; stoel, 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:**

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 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:**

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 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.

SIGNATURE

PRINTED NAME

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-health 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:**

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 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: 2	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: 2	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: 2	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 oneself 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:**

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 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:**

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 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:**

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 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.

SIGNATURE

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 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.



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:**

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 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:**

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	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:**

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 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:**

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 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.

SIGNATURE

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:

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 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.

**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 Bus Driver (PT)	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 (PT)	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:

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 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:**

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 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:**

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 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
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 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:**

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 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 Senior Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	Salary Range: \$53,000-\$75,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #181

PURPOSE:

The position of the Senior Planner/Development Officer reports directly to the Director of Development to ensure compliance with the Colerain Township Zoning Resolution and contribute to long and short range planning programs of the Township, including the development and implementation of land use or other township plans and policies and potentially production of graphic content for various departments (including GIS).

SCOPE:

Under the supervision of the Director of Development, this position will perform a variety of routine and complex tasks such as: review of site and construction plans; conduct field inspections of signage, new construction, and existing properties.

ESSENTIAL ROLES & RESPONSIBILITIES:

May include, but not limited to the following:

- May serve as staff to the Township Zoning Commission and/or the Board of Zoning and Appeals at regular meetings and public hearings.
- Prepares, researches, and processes cases filed before the Township Zoning Commission and Board of Zoning Appeals.
- Coordinate reviews with other government agencies, and maintain accurate records of all cases.
- Assist with periodic updates of the Comprehensive Plan and Zoning Resolution.
- Prepare GIS related maps, implement and maintain zoning permit software and database, data gathering, and assist the public.
- Prepare Record of Proceedings from Zoning Commission meetings for zoning applications to be included in case files.
- 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.
- Review of permits, site plans, and zoning amendment requests.
- May be designated to serve as the Zoning Administrator for the Township.
- Other duties as assigned.

CRITICAL SKILLS / EXPERTISE:

- Knowledge of motor vehicles, personal computers, oversize plotter, copiers, audio/visual and video recording equipment, high intensity computer projections, and other equipment germane to this position.
- Computer skills preferably experienced in Microsoft Office Suite, ArcGIS, Adobe Creative Suite.
- Ability to handle situations that require diplomacy, fairness, firmness, and sound judgement.
- Efficient Customer Service.
- Ability to apply Township policies and procedures.



POSITION TITLE Senior Planner/Development Officer	STATUS Full Time – Non Exempt
REPORTS TO Development Director	Salary Range: \$53,000-\$75,000
SUPERVISES N/A	Minimum Education: Bachelor's Degree
NUMBER OF POSITIONS: 1	JOB ID: #181

- 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.

**EDUCATION,
LICENSING &
CERTIFICATION
REQUIREMENTS:**

- A valid state driver's license.
- AICP certification preferred or ability to obtain AICP certification. Professional certification in property maintenance and enforcement helpful but not required.
- Must possess a bachelor's degree in Urban Planning, Urban Studies, Geography, or related field.
- Must possess a minimum of three years of relevant experience which evidences knowledge of zoning review and processing, planning administration, land development, city planning and zoning enforcement.

**PHYSICAL & MENTAL
REQUIREMENTS:**

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation is 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 finished grade material.

**EMPLOYEE
ACKNOWLEDGEMENT:**

Regular and predictable attendance as established by Administration which may include meetings of the Board of Zoning Appeals and Zoning Commission.

SIGNATURE

PRINTED NAME

Updated October 5, 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:

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.



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:**

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 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: 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

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Resolution Adopting Temporary Appropriations for Fiscal Year 2024

Recommend ADOPTION of the Resolution.

Rationale:

This Resolution will establish temporary appropriations for 2024, consistent with the priorities and programs set forth in the Strategic Plan and Budget. The next step in the budget process will be to adopt permanent appropriations in March 2024.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of December 2023, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Mrs. Cathy Ulrich, Mr. Daniel Unger, Mr. Wahlert

Trustee _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____ - 23

**RESOLUTION AUTHORIZING THE ADOPTION OF TEMPORARY APPROPRIATIONS
FOR THE YEAR 2024**

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 “Temporary Appropriations” for the year ending December 31, 2024 to the Hamilton County Budget Commission, as follows:

FUND	FUND NAME	TEMPORARY APPROPRIATIONS
1000	General	8,459,232
2011	Motor Vehicle License Tax	464,400
2021	Gasoline Tax	424,799
2031	Road & Bridge	1,734,537
2081	Police District	11,961,048
2111	Fire District	17,566,435
2181	Zoning	549,615
2231	Permissive Motor Vehicle License Tax	763,959
2261	Law Enforcement Trust	90,000
2271	Enforcement & Education	4,000
2274	American Rescue Plan	430,000
2281	Ambulance & Emergency Medical Services	1,454,756
2401	Special Assessment Lighting District	167,360
2402	CDBG Sidewalk Maintenance Fund	30,000
2901	TIF - Kroger	360,625
2902	Recycling Incentive	122,790
2903	TIF - Colerain Towne Center	216,500
2904	TIF - Duke	109,000
2905	TIF - Northridge	2,000
2906	Sidewalk Waiver	-
2907	TIF - Stone Creek	-
2908	CDBG	100,000
2909	One Ohio Opioid Settlement	-
2910	TIF - Best Buy	-
2911	Parks & Services	1,470,747

2912	Community Center	312,105
2913	TIF - Abbeytown	3,900
2914	TIF - Hunters Ridge	63,500
2915	TIF - Lake Gloria	32,250
2916	TIF - Crosley Meadows	3,000
2917	TIF - Copper Creek	3,000
3101	General (bond) (note) Retirement	1,176,925
4101	Capital Project - Fire Fund	800,000
4401	NSP	-
4409	OPWC-Breezyway	-
6001	Self-Insurance Fund	2,138,850
	TOTALS	51,015,333

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 December, 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 A. Sollmann (0081467)
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 December, 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

ADMINISTRATION

Department: Administration

Department Director: Jeff McElravy, Assistant Administrator

Strategic Plan Goal: Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Resolution Authorizing the Adoption of Amended Appropriations

Recommend ADOPTION of the Resolution.

Rationale:

This Resolution would reduce appropriations in the Community Development Block Grant Fund (2908) from \$149,999 to \$20,000, to align appropriations with expenditures. It would also reduce appropriations in the Gasoline Tax Fund (2021) by \$30,000, to \$1,186,325, to align appropriations with resources.

It would increase appropriations in the TIF- Colerain Town Center/Rumpke Fund (2903) by \$122,389.60 to \$680,215 to allow staff to transfer the first and second half property tax settlements to the trustee for the bonds. The trustee will use those funds to make future debt service payments on behalf of the Township.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the ____ day of December 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	\$10,371,867
2011	Motor Vehicle License Tax	\$191,197
2021	Gasoline Tax	\$1,186,325
2031	Road and Bridge	\$1,234,177
2081	Police District	\$12,346,239
2111	Fire District	\$15,830,810
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	\$680,215
2904	TIF - Duke	\$240,000
2905	TIF- Northridge	\$1,500
2906	Sidewalk Waiver	\$250,000
2908	CDBG Com Dev Block Grant	\$20,000
2911	Parks & Services	\$871,077
2912	Community Center	\$286,844
2913	TIF- Abbeytown	\$650
2914	TIF- Hunter's Ridge	\$26,600

2915	TIF- Lake Gloria	\$12,250
2916	TIF- Crosley Meadows	\$300
2917	TIF- Copper Creek	\$4,000
3101	Bond Retirement	\$1,305,556
4101	Capital Project- Fire Fund	\$15,100,000
6001	Self-Insurance Fund	\$2,159,865

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 December 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 December 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

ADMINISTRATION

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Continuously Improve the Operations of the Township

Motion to Establish a Merit Pool of \$103,106 for Non-Represented Township Employees
Recommend ADOPTION of the Motion.

Rationale:

In Colerain Township, all employees can be divided into those who collectively bargain for their salary and benefits and those who do not. For those employees who do not use union-representation and do not collectively bargain, any increase in compensation is based on two factors: 1) their performance compared to others within the organization and 2) their salary compared to the salary of others with the same job in our region. Each year the board of trustees establishes a merit-pool for non-contract raises to be distributed by the administrator based on the factors listed above. The \$103,106 merit pool includes all costs associated with the wage increase (medicare, worker's compensation, and retirement contributions).

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Motion to Accept Ohio Plan's Proposal for Property and Casualty Insurance at a Rate of \$351,283

Recommend ADOPTION of the Motion.

Rationale:

The attached renewal would provide the Township with an additional year of coverage from the Ohio Plan. This coverage is structurally the same as in previous years. The total cost has increased by over 7%. However, a portion of that is attributed to the increase in total headcount in the Police Department, which amounts to \$10,824 of the increase. Excluding this factor, the renewal is less than a 4% increase over the last year, which is less than the renewal has been in prior years.

As part of this renewal, Hylant shopped the Township's property and casualty insurance with several vendors including: Liberty, Travelers, and Houston. These firms all declined to bid on the Township's book of business. Coverage on this plan would take effect on 12/15/2023 and would expire on 12/14/2024.



Colerain Township, Hamilton

Proposal

PRESENTED BY HYLANT

Mark Renske
Client Executive

Kate Meeker
Associate Client Service Manager

50 E-Business Way, Ste 420 | Cincinnati, OH 45241
P (513) 985-2400 F (513) 985-2404

hylant.com

HYLANT



PREMIUM SUMMARY

POLICY	2022/23	2023/24
	EXPIRING PREMIUM	PROPOSED PREMIUM
Plan Package	\$299,111	\$322,936
• Membership Fee	\$5,813	\$6,470
• Advantage Credit	(\$5,996)	(\$8,123)
Hylant Agency Fee	\$25,000	\$30,000
TOTAL	\$326,839	\$351,283

PREMIUM REFLECTS THE FOLLOWING CHANGES:

- Property values increased \$2,610,444
- Inland Marine values increased \$126,012
- Expenditures increased \$630,999
- Auto Liability – Added 2 vehicles
- Auto Physical Damage – Actual Cash Value decreased \$1,253,865
- Auto Physical Damage – Replacement Cost increased \$2,125,494
- Law Officers increased by 16 full-time and 1 part-time officers
- Electronic Data Processing Equipment increased \$14,919

Hylant Disclaimer / Confidentiality Statement: The information and concepts provided throughout this document are not intended to express any legal opinion as to the nature of coverage. They are intended to provide a basic understanding of coverages but do not alter any policy conditions. Always refer to your policy(s) for specific coverages, limitations, and restrictions. Any information and concepts outlined are solely for your internal evaluation. Hylant considers this information Confidential and Proprietary and no other use or distribution of these documents is permitted or authorized. All Hylant documents are subject to our record retention policy. Please refer to our website at www.hylant.com for a complete listing of all document types and retention periods for any documents stored within the Hylant organization. Regardless of your choice for premium payment terms, Hylant will not be responsible for the cancellation (and consequences thereof) of your insurance policy(s) due to late payment or non-payment of premium.



EXPOSURE COMPARISON

UNDERWRITING INFORMATION	2022/2023	2023/24
PROPERTY AND INLAND MARINE		
Total Insured Value	\$32,380,251	\$34,990,695
Scheduled and Unscheduled Equipment	\$3,280,287	\$3,406,299
Computer Coverage	\$398,375	\$413,294
LIABILITY		
Operating Expenditures	\$11,712,566	\$12,343,565
AUTOMOBILE		
Total Auto Units	145	147
Actual Cash Value (All Other Vehicles)	\$4,203,729	\$2,949,864
Replacement Cost (Fire & Rescue Vehicles)	\$6,995,388	\$9,120,882

Hylant Disclaimer / Confidentiality Statement: The information and concepts provided throughout this document are not intended to express any legal opinion as to the nature of coverage. They are intended to provide a basic understanding of coverages but do not alter any policy conditions. Always refer to your policy(s) for specific coverages, limitations, and restrictions. Any information and concepts outlined are solely for your internal evaluation. Hylant considers this information Confidential and Proprietary and no other use or distribution of these documents is permitted or authorized. All Hylant documents are subject to our record retention policy. Please refer to our website at www.hylant.com for a complete listing of all document types and retention periods for any documents stored within the Hylant organization. Regardless of your choice for premium payment terms, Hylant will not be responsible for the cancellation (and consequences thereof) of your insurance policy(s) due to late payment or non-payment of premium.



OPTIONAL COVERAGES

UNINSURED AND UNDERINSURED MOTORISTS:

COVERAGE	LIMIT	ADDITIONAL ANNUAL PREMIUM
Uninsured / Underinsured Motorist	\$250,000	\$4,817
Uninsured / Underinsured Motorist	\$500,000	\$6,583
Uninsured / Underinsured Motorist	\$1,000,000	\$8,671

PLEASE NOTE:

Current auto program includes \$100,000 Uninsured / Underinsured Motorist coverage

CYBER:

COVERAGE	LIMIT	\$25,000 DEDUCTIBLE	\$10,000 DEDUCTIBLE	\$5,000 DEDUCTIBLE
		ANNUAL PREMIUM	ANNUAL PREMIUM	ANNUAL PREMIUM
Cyber	\$250,000	\$3,200	\$4,027	\$4,830
Cyber	\$500,000	\$5,152	\$6,441	\$7,731
Cyber	\$1,000,000	\$6,441	\$8,051	\$9,663

PLEASE NOTE:

Current Cyber Limit is \$1,000,000 with \$10,000 deductible

Hylant Disclaimer / Confidentiality Statement: The information and concepts provided throughout this document are not intended to express any legal opinion as to the nature of coverage. They are intended to provide a basic understanding of coverages but do not alter any policy conditions. Always refer to your policy(s) for specific coverages, limitations, and restrictions. Any information and concepts outlined are solely for your internal evaluation. Hylant considers this information Confidential and Proprietary and no other use or distribution of these documents is permitted or authorized. All Hylant documents are subject to our record retention policy. Please refer to our website at www.hylant.com for a complete listing of all document types and retention periods for any documents stored within the Hylant organization. Regardless of your choice for premium payment terms, Hylant will not be responsible for the cancellation (and consequences thereof) of your insurance policy(s) due to late payment or non-payment of premium.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #3: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Motion to Appoint Trustee Unger as the representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and Assistant Administrator Mays as the alternate
Recommend ADOPTION of the Motion.

Rationale:

OKI provides critical funding for many of the Township's infrastructure projects. OKI is the Metropolitan Planning Organization that federal grants flow through. By having representation on this board, the Township is better positioned to be aware of grants and to be able to draft grant responses that will be more likely to be awarded.

Trustee Unger has been the representative on behalf of Colerain since January 2018. Ms. Mays has been the alternate since 2023.

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with FOP Blue
Recommend ADOPTION of the Motion.

Rationale:

Over the past several months, staff has negotiated with the FOP and the Blue Unit (Officers) to update their collective bargaining agreement that would align with the attached document. This contract is effective as of January 1, 2024 and would extend through December 31, 2026.

AGREEMENT

BETWEEN THE

COLRAIN TOWNSHIP BOARD OF TRUSTEES



AND THE

FOP, OHIO LABOR COUNCIL, INC.



January 1, 2024, to December 31, 2026

SERB Case No: xx-MED-xx-xxxx

POLICE OFFICERS

Table of Contents

ARTICLE 1 AGREEMENT & PURPOSE	2	Deleted: 3
ARTICLE 2 RECOGNITION	2	Deleted: 3
ARTICLE 3 UNION REPRESENTATION	3	Deleted: 3
ARTICLE 4 MANAGEMENT RIGHTS	4	Deleted: 5
ARTICLE 5 NON-DISCRIMINATION	5	Deleted: 6
ARTICLE 6 LABOR MANAGEMENT MEETINGS	5	Deleted: 6
ARTICLE 7 GRIEVANCE PROCEDURE	6	Deleted: 7
ARTICLE 8 DISCIPLINE	9	Deleted: 9
ARTICLE 9 PERSONNEL FILES	12	Deleted: 12
ARTICLE 10 PROBATIONARY PERIODS	13	Deleted: 13
ARTICLE 11 SENIORITY	13	Deleted: 13
ARTICLE 12 LAY-OFF AND RECALL	14	Deleted: 14
ARTICLE 13 WORK RULES - GENERAL ORDERS	15	Deleted: 15
ARTICLE 14 HOURS OF WORK AND OVERTIME	15	Deleted: 15
ARTICLE 15 WAGES AND COMPENSATION	17	Deleted: 17
ARTICLE 16 COURT TIME/CALL-IN/STAND-BY TIME	19	Deleted: 19
ARTICLE 17 INSURANCES	20	Deleted: 20
ARTICLE 18 HOLIDAYS/PERSONAL LEAVE	21	Deleted: 21
ARTICLE 19 VACATIONS	21	Deleted: 21
ARTICLE 20 SICK LEAVE	23	Deleted: 23
ARTICLE 21 UNIFORMS AND EQUIPMENT	25	
ARTICLE 22 EXPENSES	26	Deleted: 26
ARTICLE 23 LEAVES OF ABSENCE	27	
ARTICLE 24 SEVERABILITY	29	
ARTICLE 25 WAIVER IN CASE OF EMERGENCY	29	Deleted: 29
ARTICLE 26 POLICE PROFESSIONAL LIABILITY INSURANCE	29	Deleted: 29
ARTICLE 27 DURATION	30	
ARTICLE 28 MEDICAL/PHYSICAL EXAMINATION	30	Deleted: 30
ARTICLE 29 NO STRIKE/NO LOCKOUTS	35	
ARTICLE 30 MID-TERM BARGAINING	35	Deleted: 35
ARTICLE 31 SUBCONTRACTING	36	Deleted: 36
ARTICLE 32 CRITICAL INCIDENT SUPPORT	36	Deleted: 36
ARTICLE 33 FIT FOR DUTY EXAMINATIONS	37	Deleted: 37
SIGNATURE PAGE	40	

ARTICLE 1 AGREEMENT & PURPOSE

Section 1.1

This Agreement, entered into by the Colerain Township Trustees, hereinafter referred to as the "Employer", and the Fraternal Order of Police, Ohio Labor Council, Inc., hereinafter referred to as the "Union", has as its purpose the following:

To comply with the requirements of Chapter 4117 of the Ohio Revised Code; and to set forth in its entirety, the full and complete understandings and agreements of the parties governing the wages, hours, terms and conditions of employment for those employees included in the bargaining unit as defined herein.

ARTICLE 2 RECOGNITION

Section 2.1

The Employer recognizes the Union as the exclusive collective bargaining agent for all regular full-time employees of the Colerain Township Police Department in the rank of Police Officer.

The Employer recognizes the right of the employees covered by this agreement to have three Associate Members from employees in the rank of Police Officer, and one alternate member, which comprises the bargaining unit in bargaining/negotiating the contract. The Union will authorize from time to time the party or parties which will act as Union representatives in all matters.

Section 2.2

In the event that a new classification is created within the department, the Employer shall determine whether the new position will be included in or excluded from the bargaining unit and shall so advise the Union in writing within thirty (30) calendar days. If the Union disputes the Employer's determination of bargaining unit status, the parties shall meet in an attempt to resolve their disagreement within seven (7) calendar days from the Union's notification to the Employer. If the parties agree on the determination, it shall be implemented as agreed by the Employer and the Union. If the parties do not agree, the position shall be subject to challenge by the Union to the State Employment Relations Board pursuant to Chapter 4117 of the Ohio Revised Code and the SERB Rules and Regulations.

Section 2.3 Union Dues

The Employer recognizes the right of the Union to receive dues from members of the Union. The Employer agrees to deduct the periodic dues, initiation fees and assessments, if any, of members of the Union upon presentation of a written deduction authorization by the employee.

ARTICLE 3 UNION REPRESENTATION

Section 3.1

The Union shall designate three employees and one alternate who shall act as Union representatives. From said group of designated employees:

- a. not more than three employees shall participate in the negotiation of contracts;
- b. not more than three employees shall participate in labor management meetings, pursuant to Article 6; and
- c. not more than one of said employees, or another party designated by the grievant shall act as representative for the purpose of processing grievances in accordance with the grievance procedure.

In addition to the Employees designated above, the representative, if any, designated from time to time by the Union in section 2.1 shall have the right to attend and participate in the activities described in this paragraph 3.1.

Section 3.2

The Union shall provide to the Employer an official roster, in the Month of January, of its officers and representatives which is to be kept current at all times and shall include the following:

1. Name
2. Address
3. Home Telephone Number

No employee shall be recognized by the Employer as a Union representative until the Union has presented the Employer with written certification of that person's selection.

Section 3.3

The investigation of grievances (alleged or filed) shall be on non-work time. Writing of grievances by representatives may be performed during working hours when such activity does not interfere with the performance of the representatives assigned duties. If grievance hearings are scheduled

during representatives or employees regular duty hours, the representative and/or employee shall not suffer any loss of pay while attending the hearings, nor be eligible for overtime.

Section 3.4

The Union agrees that no representative of the Union, either employee or non- employee of the Employer, shall interfere, interrupt, or disrupt the normal duties of employees. Further, the Union agrees not to conduct meetings (bargaining unit, lodge, or committee meeting) involving on-duty employees except to the extent specifically authorized by the Employer.

Bargaining unit members shall not conduct Union business during work hours or while under the supervisory control of a department supervisor and/or failure to cease unauthorized activity may subject the offending employees to disciplinary action. However, pertinent literature and information may be distributed in department mailboxes.

Information regarding Union business may be sent to and transmitted from the Police Department copier and email, provided that said use of the copier and email does not unreasonably disrupt or interfere with normal Police Department business conducted on said copier and email. All costs connected with the Union's use of this equipment shall be paid by the Union. The Employer cannot guarantee the confidentiality of Union documents received on the Police Department copier or email.

ARTICLE 4 MANAGEMENT RIGHTS

Section 4.1

The Employer possesses the sole right to operate the Department and all management rights reside therein. The Employer's exclusive rights shall not be limited except as expressly limited by the terms and conditions set forth in this Agreement.

"Management Rights" include, but are not limited to the right of management to do the following:

1. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure;
2. Direct, supervise, evaluate, or hire employees;
3. Maintain and improve the efficiency and effectiveness of governmental operations;
4. Determine the overall methods, process means, or personnel by which governmental operations are to be conducted;

5. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees;
6. Determine the adequacy of the workforce;
7. Determine the overall mission of the employer as a unit of government;
8. Effectively manage the work force;
9. Take actions to carry out the mission of the public employer as a governmental unit; and
10. Promulgated work rules and general orders.

The employer is not required to bargain on subjects reserved to the management and direction of governmental unit except if they affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. A public employee may raise a legitimate complaint or file a grievance based on the collective bargaining agreement.

ARTICLE 5 NON-DISCRIMINATION

Section 5.1

The Employer and the Union agree not to discriminate against any bargaining unit employee with respect to compensation, terms, or conditions of employment because of such individual's race, color, religion, sex, age, national origin, handicap, ancestry, disability, and/or veteran status of any person, or Union membership or non-membership. Management's use of Bonafide Occupational Qualifications (B.F.O.Q) in accordance with job characteristics (i.e., physical strengths, fitness, agility, and stamina) must be job-related and applied uniformly. Such B.F.O.Q.'s shall not be construed as discriminatory, and therefore, not subject to the Grievance Procedure Article. However, failure to apply an otherwise valid B.F.O.Q. uniformly will be subject to the grievance procedure.

ARTICLE 6 LABOR MANAGEMENT MEETINGS

Section 6.1

In the interest of sound labor/management relations, the Employer and/or its designee(s) shall meet with not more than three representatives and/or alternate of the Union to discuss pending problems and to promote a more harmonious labor management relationship will agree to meet on an as needed basis.

An employee attending a Labor Management meeting during their scheduled work hours shall be paid for the scheduled time, as if worked. An employee's attendance at a labor-management meeting after scheduled work hours shall not be compensated.

Section 6.2

Special labor/management meetings may be requested, and when mutually agreed upon, they shall be convened as soon as practicable.

ARTICLE 7 GRIEVANCE PROCEDURE

Section 7.1

The term grievance shall mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of this Agreement. It is not intended that the grievance procedure be used to effect changes in the Articles of this Agreement or those matters which are controlled by the provisions of Federal and/or State Laws and/or by the United States or Ohio State Constitution.

Section 7.2

All grievances must be presented at the proper step and time in progression in order to be considered at the next step. Grievances involving lost pay discipline (suspension, reduction in pay, removal or discharge) shall be initiated at Step 3.

The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal.

Any grievance not answered by the Employer's representatives within the stipulated time limits, within the first two steps of the grievance procedure, shall be deemed denied and may be advanced by the employee to the next step in the grievance procedure, and will be heard and responded to as outlined in this article. Time limits set forth herein may only be extended by mutual agreement. Where a group of bargaining unit employees desires to file a grievance involving a situation affecting more than one member of the bargaining unit in a like manner, one member selected by such a group will process the grievance, and shall so indicate that the grievance is a group grievance.

A grievance may be brought by any member of the bargaining unit on their own behalf. The Union or their representative shall have the right to be present at the settlement of any grievance brought by an employee on their own behalf.

Section 7.3

A grievance must be submitted to the grievance procedure within ten (10) calendar days after an employee knows or should have known the facts giving rise to the grievance, otherwise it will be considered not to have existed.

Section 7.4

All grievances must be submitted in writing and should contain the following information to be considered:

1. Aggrieved employee 's name and signature;
2. Date grievance was filed in writing;
3. Date, time and location of grievance;
4. Description of incident giving rise to the grievance;
5. Date grievance was first discussed;
6. Name of supervisor with whom grievance was discussed;
7. Article and section of the Agreement alleged to have been violated; and
8. Desired remedy to resolve grievance.

Section 7.5

The following steps shall be followed in the formal processing of grievances:

Step 1.

A grievance may be submitted by the employee to the employee's immediate supervisor, or the supervisor's designee within the time limits set forth in Section 7.4. It shall be the responsibility of the Supervisory Officer or their designee to investigate the matter and to provide a written answer to the employee within ten (10) calendar days following the day on which the matter was submitted to him.

In the event that the employee's "immediate supervisor" is the Police Chief (i.e., no person holding a rank above Sergeant and authorized by the Police Chief to hear grievances has then been appointed), the Police Chief shall hear the grievance in this step 1, and step 2 shall be skipped.

Step 2.

A grievance unresolved at Step 1 may be submitted by the employee to the Police Chief or their designee within seven (7) calendar days of the presentation of the Step 1 answer. It shall be the responsibility of the Police Chief or their designee to investigate the matter and to provide a written answer to the employee within seven (7) calendar days following the day on which the matter was submitted to the Police Chief.

Step 3.

A grievance unresolved at Step 2 may be submitted by the employee to the Township Administrator within seven (7) calendar days of the presentation of the Step 2 answer. The Administrator or their designee shall meet with the employee and a representative of the Union if the employee desires, and provided that Article 3, Section 3.4 is not violated, within ten (10) calendar days of submission of the - grievance to Step 3, to discuss the grievance. The Administrator or designee may invite additional individuals with knowledge of the event to this meeting in order to gather additional information to make an informed decision. The Administrator or their designee shall provide a written answer to the employee within seven (7) calendar days of such meeting.

Step 4. Arbitration.

A grievance unresolved at Step 3 may be submitted to arbitration upon request of the Union or their representative in accordance with the provisions of Section 7.7 of this Article hereinafter set forth.

Section 7.6

The Union or their representative, based upon the facts presented, has the right to decide whether to submit a grievance for arbitration. Within fourteen (14) calendar days from the date of the final answer on a grievance from Step 3, the Union or their representative shall notify the Employer in writing of its intent to seek arbitration over an unresolved grievance. The Union or their representative may withdraw its request to arbitrate at any time prior to the actual hearing. Should the decision be made to withdraw the grievance, the Union agrees to promptly notify the Township of its' decision. Any cancellation fee due the arbitrator shall be paid by the party or parties canceling the arbitration. Any grievance not submitted within the fourteen (14) calendar day period described above shall be deemed settled on the basis of the last answer given by the Employer or its representative.

- A. After receipt of a request to arbitrate, the representatives of each of the parties shall select an arbitrator. The arbitrator shall be selected in the following manner: the Federal Mediation and Conciliation Service (FMCS) shall be jointly requested to submit a panel list of seven (7) arbitrators. The parties shall alternately strike the names of the arbitrators until only, one name remains. The person whose name remains shall be the arbitrator.

The arbitrator shall limit their decisions strictly to the interpretation, application or enforcement of specific Articles of this agreement. They may not modify or amend this Agreement.

- B. The question of the arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines the grievance is arbitrable, the alleged grievance will be heard on its merits before the same arbitrator.
- C. The decision of the arbitrator shall be final and binding on the grievant, the Union or their representative, and the Employer. The arbitrator shall render their decision within thirty (30) calendar days after the conclusion of testimony and argument or submission of final briefs.

The costs of the services and expenses of the arbitrator and hearing room expenses, if any, shall be borne equally by the Employer and the Union or their representative. The expenses of any witnesses shall be borne by the party calling them. The fees of the court reporter shall be paid by the party requesting the reporter, or split equally by the parties if both parties desire a reporter.

Any bargaining unit member whose attendance is required by the Employer for such hearing shall not lose pay or benefits to the extent such hearing hours are during normal scheduled working hours on the day of hearing.

Section 7.7

The Union or grievant shall use a grievance form which shall provide the information outlined in Section 7.5. The Union shall have the responsibility for the duplication, distribution, and their own accounting of the grievance forms.

ARTICLE 8 DISCIPLINE

Section 8.1

Employees shall have good behavior and provide efficient service. The Police Chief, when having just cause, may take disciplinary action against any employee in the bargaining unit. No employee shall be suspended, and no non- probationary employee shall be removed or discharged except for just cause. The Police Chief may take disciplinary action relating to an employee's conduct while on duty, while working under the color of authority of the Employer, or at any other time, when the employee's conduct violates their oath of office, or is of such a derogatory nature that it undermines the integrity of the Police Department.

Section 8.2

Incompetency, inefficiency, dishonesty, drunkenness, under the influence of illegal drugs or substances, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, absence without leave, or any conduct unbecoming of Police Officer or any other acts of misfeasance, malfeasance, or nonfeasance shall be cause for disciplinary action. Anonymous complaints with no corroborative evidence shall not be cause for disciplinary action.

Section 8.3

Except in extreme instances wherein the employee is found guilty of gross misconduct, discipline will be applied in a progressive and uniform manner. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of performance and conduct.

- A. Verbal Admonishment (Notation to file);
- B. Written warning with counseling (File entry);
- C. Official Reprimand;
- D. Suspension without pay;; and
- E. Removal or discharge from employment.

Section 8.4

Whenever the Employer or their designee(s) interviews, questions, or interrogates bargaining unit members in reference to alleged or suspected misconduct, either in preliminary investigations or in disciplinary hearings, the following conditions shall apply:

1. Employees being questioned as witnesses shall be so informed. Employees suspected of misconduct will be given either Garrity or Miranda Rights by the employer or their designee.
2. Employees suspected of misconduct shall be, during the preliminary investigations, apprised of the nature of the suspected misconduct as it is known at that time. Not less than twenty-four (24) hours prior to the scheduled starting time of a formal disciplinary hearing, the employees will be provided with written specifications and particulars of the charges which may be the basis for disciplinary action.
3. Prior to questioning, employees (including witnesses) shall be informed that failure to respond or failure to respond truthfully may result in disciplinary action for insubordination or dishonesty.
4. The Police Chief, or their designee, may tape record, with the knowledge of the party involved, preliminary investigation interviews. Formal disciplinary hearings shall be tape recorded. A copy of the recording shall, at the request of the charged employee, be provided to the employee within forty-eight (48) hours of the close of the hearing.

In the event the employee tape records the hearing, a copy of said tape recording shall be provided to the Police Chief within forty-eight (48) hours of the close of the hearing.

5. Preliminary investigations and disciplinary hearings shall be held either during an employee's scheduled working hours or at times in reasonable proximity to their shift. Disciplinary hearings held outside the employees scheduled working hours shall be considered time worked.
6. Bargaining Unit Members shall not investigate fellow Bargaining Unit Members, except members of the Gold Bargaining Unit may investigate members of the Blue Bargaining Unit, unless ordered by the Police Chief. Additionally, members of the Gold and Blue Bargaining units may investigate the clerks unit.

Whenever the Employer determines that an employee will be subject to discipline of suspension, or termination, a disciplinary hearing will be scheduled to give the employee an opportunity to offer an explanation of the alleged misconduct.

Section 8.6

The employer may be represented in the disciplinary hearing by such persons as the employer may deem necessary for the purpose of presenting the employer's position, or presenting the facts relating to the subject of the hearing. Disciplinary hearings will be conducted by the Township Administrator or their designee. The employee may be represented at the hearing by one representative of their choosing. The employee must choose to: (1) appear at the hearing to present oral or written statements in their defense; or (2) appear at the hearing and have the chosen representative present oral or written statements in defense of the employee; or (3) elect in writing within 24 hours prior to the scheduled hearing to waive the opportunity to have a disciplinary hearing. Failure to elect and pursue one of these three options will be deemed as a waiver of the employee's right to the disciplinary hearing.

Section 8.7

At the disciplinary hearing, the Township Administrator, Police Chief or their designee will ask the employee or their representative to respond to the allegations of misconduct which were outlined to the employee. At the hearing, the employee may present any testimony, witnesses, or documents which explain whether or not the alleged misconduct occurred. The employee shall provide a list of witnesses and the name and occupation of their representative, if any, to the Township administrator or their designee as far in advance as possible, but no later than 8 a.m. on the day of the hearing. Said list and notification may be made by email. It is the employee's responsibility to notify their witnesses that the employee desires their attendance at the hearing.

Section 8.8

The employee and the employer will be permitted to confront and cross-examine witnesses. A written report will be prepared by the Administrator or their designee concluding whether or not the proposed discipline is warranted and what disciplinary action will be taken, if any. A copy of the Administrator's report will be provided to the employee within seven (7) calendar days following its preparation.

Section 8.9

Disciplinary action may be appealed through the Grievance Procedure.

ARTICLE 9 PERSONNEL FILES

Section 9.1

Each employee may request to inspect their official personnel file maintained by the Employer. Inspection of the individual's personnel file shall be by scheduled appointment requested in writing or by phone call to the Employer. Appointments shall be during the regular scheduled work hours of the administrative staff of the Police Department. An employee shall be entitled to have a representative of their choice accompany them during such review. Any employee may copy documents in their official personnel file.

Section 9.2

If an unfavorable statement or notation is in the official personnel file, the employee shall be given the right to place a statement of rebuttal or explanation in the file. No anonymous material of any type shall be included in the employee's official personnel file.

Section 9.3

Records of verbal admonishments (Notation to file), written warning with counseling (File entry) official reprimands, suspension without pay, and removal or dismissal, shall be maintained in the official personnel file, as required by the public records law.

Records of verbal admonishments (Notation to file) and written warning with counseling (File entry) shall cease to have force and effect two years from date of issuance, provided no intervening discipline has occurred.

Records of official reprimands, suspension without pay, or removal, shall cease to have force and effect three years from date of issuance, provided no intervening discipline has occurred.

Section 9.4

The following information from an employee's personnel file shall be considered public information available immediately upon request to the Employer: annual salary, degrees held,

areas of special certification, and awards or commendations. Any request for additional information from a member's personnel file will require the Employer to immediately notify the Bargaining Unit member prior to release of said information.

The employer shall disclose all such information from the employee's file in compliance with the specific sections of the Ohio Revised Code which is in effect at the time the request for information is received.

ARTICLE 10 PROBATIONARY PERIODS

Section 10.1

Every newly hired employee will be required to successfully complete a probationary period. The probationary period shall begin on the first day which the employee receives compensation from the Employer and shall continue for a period of (one) 1 calendar year. However, for a newly hired employee who is not OPOTA Certified, the probationary period shall begin on the first day which the employee receives compensation from the Employer and shall continue for a period of eighteen (18) months. A newly hired probationary employee may be terminated at any time during their probationary period and shall have no right to grieve the termination.

Section 10.2

Any employee promoted into a higher-level position shall be required to successfully complete a probationary period of one (1) calendar year. An employee serving a promotional probationary period whose performance is judged unsatisfactory shall be returned to their former classification.

ARTICLE 11 SENIORITY

Section 11.1

"Seniority" shall accrue to all employees in accordance with the provisions of this Article. Seniority, as defined in Section 11.2 of this Article, will apply wherever employee seniority rights are established in terms and conditions of this Agreement.

Section 11.2

"Seniority" shall be computed on the basis of uninterrupted length of continuous full-time service as a law enforcement officer in the employ of the Colerain Township Police Department. Should two (2) or more employees be hired on the same date, seniority will be determined by the date/time of the acceptance of the conditional offer with the higher seniority granted to the employee who accepted first.

1. The following situation shall not constitute a break in continuous service:

- A. Absence while on approved leave of absence;
 - B. Absence while on approved sick leave or disability leave;
 - C. Involuntary Military leave; or
 - D. A layoff of thirty-six (36) months duration or less.
2. The following situations constitute breaks in continuous service for which seniority is lost:
- A. Discharge during probationary period;
 - B. Discharge or removal for just cause;
 - C. Retirement;
 - D. Layoff for more than thirty-six (36) months;
 - E. Failure to return to work within fourteen (14) calendar days of a recall from layoff;
 - F. Failure to return to work at the expiration of leave of absence; or
 - G. A resignation.

Section 11.3

Employees laid off shall retain their seniority for a period of thirty-six (36) months from the date of layoff.

ARTICLE 12 LAY-OFF AND RECALL

Section 12.1

When the Employer determines because of lack of money or lack of work, that a long-term layoff is necessary, they shall notify the affected employees thirty days in advance of the effective date of the layoff. Employee(s) will be notified of the Employer's decision to implement any short-term layoff, lasting nine working days or less as soon as possible.

Section 12.2

The layoff of employees covered by this collective bargaining agreement, shall be based on Departmental seniority, as that term is used in Section 11.1 of this Agreement. These employees shall be laid off in inverse order of their Departmental seniority. Any position that is vacated as a result of a layoff may not be filled.

Section 12.3

At the time of recall of laid off employees, recall shall be in inverse order of their layoff. If any employee requires additional training in order to be qualified after a recall, the Employer will pay for all training.

Section 12.4

Notice of recall shall be sent to the employee by certified mail. The employer shall be deemed to have fulfilled its obligation by mailing the recall to the employee at their last known address.

Certified mail will have been considered delivered if signed receipt is not received by Employer within fourteen (14) calendar days of sending.

Section 12.5

The recalled employee shall have five (5) calendar days following the date of receipt of the notice to notify the employer of their intention to return to work and shall have fourteen (14) calendar days to report back to duty, unless otherwise specified.

ARTICLE 13 WORK RULES - GENERAL ORDERS

Section 13.1

The employer agrees that all department work rules and general orders shall be applied uniformly within the group of employees to whom rules or general orders are directed.

Section 13.2

All department work rules, general orders and any amendments shall be reduced to writing and copies disseminated to all employees as soon as practicable.

Section 13.3

The employer possesses the management right to promulgate work rules for the purposes, among other things, of promoting the efficient administration of law enforcement services, and the effective and safe operation of the department. No work rule shall be arbitrary and capricious and unrelated to the furtherance of any right reserved to management.

ARTICLE 14 HOURS OF WORK AND OVERTIME

Section 14.1

Each employee's work schedule shall be determined by the Police Chief. Work schedules covering not less than a twenty-eight (28) calendar day period shall be posted seven (7) calendar days in advance of their effective date. The posting shall not restrict the Police Chief from altering individual work schedules when the best interest of the Police Department or the community would be served. The current schedule for patrol operations is a twelve (12) hour work day. The schedule consists of a six (6) week cycle that alternates days working and days off. The cycle is two (2) days on and two (2) days off; three (3) days on and two (2) days off; and two (2) days on and three (3) days off, every two-week period. A Kelly day will be provided to each officer once every six (6) weeks to compensate for the additional four (4) hours worked each pay cycle without pay. Kelly Days shall be picked by seniority. The hours of operation of the twelve (12) hour days shall be determined by the Employer.

For purposes of this Article, these three schedule variations describe the "Standard Work Day" for employees so scheduled.

Section 14.2

The standard work period for all bargaining unit employees shall consist of no more than one hundred seventy-one (171) hours within a twenty-eight (28) day period.

Section 14.3

All hours actually worked including the application of compensatory time, vacation time, or personal leave time in excess of the employees "Standard Work Day" shall be considered overtime and shall be compensated at the rate of one and one-half times their regular hourly pay rate. For the purpose of computing overtime, sick leave shall not be counted as time actually worked on the day sick leave is used. Sick leave will count as time worked on all other days. Overtime shall be calculated in quarter hour increments.

Section 14.4

An employee may elect, in lieu of overtime pay, to accept compensatory time. Compensatory time shall be credited at the rate of one and one-half hours off for each hour of overtime worked. Compensatory time may be accumulated by an employee, but only to a maximum of two hundred forty (240) hours at any given time. In the event that an employee goes over the limit, that employee shall receive overtime pay. The following rights and conditions shall exist as they pertain to compensatory time:

1. Compensatory time may be taken in lieu of overtime pay. The employee shall indicate this request when reporting their time for the overtime worked;
 - a. Requests for taking compensatory time off shall be honored subject to the operational needs of the department;

2. Requests for compensatory time off must be submitted in advance of the time requested;
3. The Police Chief may schedule an employee off on compensatory time, so long as such scheduling does not reduce an employees' compensatory balance below eighty (80) hours;
4. The Police Chief shall provide not less than sixteen (16) hours notice to an employee of any Employer scheduled compensatory timeoff;
5. Compensatory time off requested by an employee who has been approved and scheduled, shall not be canceled except when unanticipated operational needs of the department would requireit; and
6. Employees may cash in all their compensatory time on record upon retirement.

Section 14.5

With the prior approval of the Police Chief or their designee, an employee may exchange days off or work shift assignments with another employee. Such exchanges shall not affect the pay status of either, except that an employee who works an exchange and is required to work overtime shall receive the overtime compensation.

Section 14.6

Any employee having compensatory hours held in escrow may elect semi-annually to cash in those hours for payment, up to a maximum of forty (40)hours

An employee shall make written notification of their intention to convert accumulated compensatory time, partially or in its entirety, to pay. Said notification shall be in the form of a memorandum submitted to the Police Chief stating the employee's intention. The notification must be received by the Police Chief or their designee no later than that calendar day ending the first pay period of May and November of the year in which the employee is making notification.

The monetary conversion of any unused compensatory time in escrow shall be paid based on the employees, hourly rate at the time of payment.

Section 14.7

Unless authorized by the Police Chief, in no case may an employee work more than seventeen (17) hours in any 24-hour period.

ARTICLE 15 WAGES AND COMPENSATION

Section 15.1

Employees shall be compensated according to the following pay scale:

Years of Employment	2024	2025	2026
1 st year	\$34.56	\$36.29	\$38.10
2 nd year	\$36.54	\$38.37	\$40.29
3 rd year	\$38.51	\$40.44	\$42.46
4 th plus years	\$41.47	\$43.54	\$45.72

Section 15.2 – Advanced Step Hiring

The parties agree that Colerain Township, in its sole discretion, may place a Police Officer at any step on the pay scale that the Chief of Police feels is warranted based on the officers prior Law Enforcement experience. Police Officers brought in at this advanced step will be required to serve a probationary period as outlined in the agreement and will be placed on the seniority list based on their date of hire with the Colerain Township Police Department. Police Officers will progress annually, on their anniversary date of hire with the Township, through the remaining steps until such time they have reached the top step on the pay scale. The Townships decision regarding Advanced Placement on the wage scale cannot be grieved.

Any police officer who is designated by the Chief of Police as an officer-in-charge shall receive an additional two dollars (\$2.00) an hour added to their hourly rate for all hours worked. Since this is a designation by the Chief of Police, the decision to un-designate an officer from this role shall not be able to be grieved.

Any police officer who, in the absence of a supervisor, is designated by the Police Chief as an officer-in-charge shall receive additional compensation. Such compensation shall be paid at an hourly rate of \$1.70 per hour. The term " Senior Officer" shall have the same meaning as Officer in Charge and shall receive the same compensation as Officer in Charge when acting in that capacity. Absence of a supervisor shall mean that time when no police officer of the rank of sergeant or above is actually on duty.

Section 15.3 - Field Training Officers

Employees that are FTO's (Certified Field Training Officers) will receive two (2) hours of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first one (1) hour beyond the end of their shift. For officers working an eight (8) hour day, they shall receive one (1) hour of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first thirty (30) minutes beyond the end of their shift.

Section 15.4 - Longevity

Employees with five (5) or more years of continuous service, calculated on July 1st of each year, as a full time police officer in Colerain Township shall receive longevity pay as follows:

- A. 5 – 10 Years of continuous service \$2,000.00
11 + Years of continuous service \$2,000.00 plus \$100.00 for every additional year following the 10th year.
i.e: 11 years = \$2,100.00
 12 years = \$2,200.00
 13 years = \$2,300.00
 14 years = \$2,400.00
 15 years = \$2,500.00
 etc.
- B. Longevity payments shall be made in one lump sum amount on the first pay period following July 1st of each year.

ARTICLE 16 COURT TIME/CALL-IN/STAND-BY TIME

Section 16.1

Whenever an employee who has worked a night shift, and who, on the morning on which such a shift ends, is required to appear on off-duty time before any official court or before the Prosecutor for pretrial conference on matters pertaining to or arising from the employee's official duties, the employee shall receive a minimum of four (4) hours pay at the overtime rate for such appearances which shall begin at the end of the employee's shift. If the employee must stay longer than the four (4) hours, then the Employer will pay at the rate of one and one-half time the hourly rate.

For all other employees (that is, those who are not working a night shift) who are required to appear before any official court or before the Prosecutor for pretrial conference on matters pertaining to or arising from the employee's official duties, the employee shall receive three (3) hours of overtime at the overtime rate.

Employer agrees to reimburse employees for parking expense for Court appearances for actual cost incurred, but not more than fifteen dollars (\$15.00) per appearance.

Section 16.2

Whenever an employee is called in at a time outside of their regularly scheduled shift, the employee shall receive a minimum of two hours show up time at the rate of overtime.

An exception to the above, is when a member is requested to report for duty preceding their regularly scheduled shift starting time. The member will receive a minimum of one hour at the overtime rate.

Section 16.3

Any employee who is designated by the Chief of Police or designee as being on on-call status, is required to remain on the employer's premises, is their home or other specific location to await a call when needed, or is otherwise required to be available to coordinate response to events is considered as being unable to use the time effectively for their own purpose. For every calendar day in an on call status, employee shall receive one (1) hour of compensatory time.

Unless designated as above, the carrying of a cell phone and/or responding to a text, email, or cell phone does not constitute an "on call" status. No disciplinary action may be taken for failure to respond when not in "on call" status.

ARTICLE 17 INSURANCES

The Employer shall make available to all bargaining unit employees' comprehensive major medical/hospitalization health care through a high deductible health plan with the Employer paying a percentage of the premium costs depending on the level of coverage and contribution rate, as selected by the employee. The Employer will also provide a dental insurance plan, in effect as of the effective date of this Agreement.

If it becomes necessary to change carriers, or to change to an insurance pool arrangement, and such change would affect the benefits under the plans, the employer agrees to meet with the members of the Union prior to implementing.

During the term of this agreement, the Employer will maintain the same quality of health care coverage at no increase of percentage cost to the employees. Depending upon the medical coverage option selected by the employee, the employee's contribution can range from 0% to 30% of the total premium expense.

The employee's contribution shall be 20% of the total cost of the program for Dental, Vision and Prescription coverage for the duration of this agreement.

To the extent that the deposit will not exceed the federal maximum for HSA contributions, on the first business day of plan year, the Employer, the Employer shall make a deposit into the participating employee's Health Savings Account (HSA) based on the following participation:

Employee Only Plan= Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from \$250 to \$3,000

Employee+ Child Plan= Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from \$500 to \$6,000

Employee + Spouse Plan= Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from \$500 to \$6,000

Family Plan = Depending upon the employee plan selection and employee contribution level:
Deposit amount may vary from \$500 to \$6,000

HSA deposits will be prorated in the year of hire based on the effective date of hire. If the annual increase in premium exceeds 10%, the parties agree to reopen negotiations to discuss only Article 17 for the purpose of cost sharing the excess premiums.

The employer shall provide a \$50,000 group life insurance policy to all bargaining unit employees at no cost to the employee.

ARTICLE 18 HOLIDAYS/PERSONAL LEAVE

Section 18.1

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

The Employer shall recognize each of the following days as a paid holiday:

An employee, while on any unpaid leave of absence will not receive holiday pay compensation.

Section 18.2

If an employee is scheduled to, and works, on a Holiday listed in Section 18.1, that employee shall be paid at a rate equal to one and one half (1 1/2) times their regular rate of pay for all hours worked. This is in addition to their regular Holiday Pay.

Section 18.3

Holiday pay is equal to the actual hours worked at the employee's regular rate of pay.

Section 18.4

Employees will be granted two (2) personal days annually. Unused personal days as of December 31st shall be forfeited.

ARTICLE 19 VACATIONS

Section 19.1

Employees shall earn vacation leave according to their number of years of full-time service with governments from Ohio, Indiana, and Kentucky and shall be accrued each pay period as follows:

- A. Zero (0) through 1,825 calendar days - 80.0 hours (or its equivalent), computed 3.1 hours per pay period.
- B. 1,826 through 3,650 calendar days - 120 hours (or its equivalent), computed 4.6 hours per pay period.
- C. 3,651 through 5,475 calendar days - 144 hours (or its equivalent), computed 5.54 hours per pay period.
- D. 5,476 through 9,135 calendar days - 176 hours (or its equivalent), computed 6.77 hours per pay period.
- E. 9,136 or more calendar days - 200 hours (or its equivalent), computed 7.7 hours per pay period.

Section 19.2

Vacation credit accrues while on vacation, military leave, and sick time. No vacation credit is earned while an employee is in no pay status other than military leave. Pro-rated vacation credit is given for any part of a pay period.

Section 19.3

Vacation requests shall be honored on the basis of the employee's seniority, subject to the following:

- A. Vacations are scheduled and approved in accordance with the workload requirements of the Police Chief;
- B. Once an employee has designated their vacation time off and it has been approved, no other employee can bump that employee to another time; and
- C. Once an employee has picked their date of vacation, they may change to another provided that they notify the employer one week in advance of the change.

Section 19.4

- A. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time.

- B. Once per year, employees shall have the right to convert to cash up to a total of eighty (80) hours of accrued vacation at the employee's hourly rate in effect at the time of the conversion. An employee desiring to convert vacation must give written notice to the employer prior to November 1. Payment will be by way of a separate check.
- C. Vacation hours in excess of two year's vacation time accrual shall be forfeited.

Section 19.5

Any employee who separates from the service shall be paid for any earned but unused vacation leave for which they are eligible.

Section 19.6

Any employee hospitalized while on vacation shall, upon request and upon submission of sufficient evidence of the hospitalization, be entitled to change their status to sick leave for all days hospitalized and any subsequent days necessary for recovery. Upon submission of the request with verification of hospitalization, any vacation charged to the employee for the duration of the illness shall be restored to their credit.

ARTICLE 20 SICK LEAVE

Section 20.1

Employees shall accrue sick leave credit at the rate of 4.6 hours for each eighty (80) hours of regular hours worked, or while in active pay status, including paid vacation and sick leave. Sick leave credit shall not accrue during any period of unpaid leave or layoff. Advance use of sick leave shall not be granted. Sick leave may be accumulated without limit.

Section 20.2

Sick leave shall be granted to an employee, upon approval of the Police Chief, for the following reasons:

1. Illness, injury or pregnancy related conditions of the employee;
2. Examination of the employee, including medical, psychological, dental or optical examination, by an appropriate practitioner, when such an examination cannot be scheduled during non-work hours;
3. Death of a member of the employee's immediate family. Such usage shall be limited to a reasonably necessary time, not to exceed seven (7) calendar days. One of the days must be the date of the funeral if the employee is scheduled to work on the day of the funeral;

4. Illness, injury, or pregnancy related condition of a member of the employee's immediate family where the employee's presence is necessary for the health and welfare of the affected family member; or
5. Examination, including medical, psychological, dental or optical examination of a member of the employee's immediate family by an appropriate practitioner where the employee's presence is necessary.

For the purpose of this Article, the definition of immediate family shall be: mother, step- mother, father, step-father, son, step-son, daughter, step-daughter, brother, step-brother, sister, step-sister, spouse, grandparent, grandchild or any in-law or a legal guardian.

Section 20.3

Sick leave usage, when approved, shall be charged in minimum units of one-hour increments. In order to receive pay for sick leave usage, an employee must comply with all departmental rules and regulations governing application of use. Falsification of an application for sick leave or a practitioner's statement shall be grounds for disciplinary action.

Section 20.4

- A. The employer agrees to apply the provisions of the Family and Medical Leave Act Policy (FMLA) as approved by the Township Trustees, to all employees in the Bargaining Unit.
- B. An employee taking leave to which they are entitled under the FMLA shall exhaust available paid leaves earned under this Agreement during FMLA leave. Any sick leave of more than five (5) consecutive days may be charged against FMLA leave, if FMLA leave is approved.
- C. Failure to return to work at the end of FMLA leave will be considered an abandonment of the employee's position and the employee shall have no right to grieve the job loss.

Section 20.5

Any unused sick leave at the time of the employee's retirement or death shall be paid according to the following schedule:

For a full-time employee with tenure of at least five (5) years, they shall be paid in cash 1/4 of the value of the accrued, but unused sick leave credit. The maximum number of unused sick leave hours which may be accumulated is 1,440. The maximum number of hours which can therefore be paid out to the employee is 360 hours pay. Payment shall be based upon the Employee's rate of pay at the time of retirement.

An Employee who suffers a line of duty death shall have their estate be paid all accrued and unused sick time on the books at the time of their death this payment will be made directly to the Employee's bank account during the course of regular payroll.

Section 20.6

All Employees of the bargaining unit shall be eligible for donated time benefits, to relieve hardship resulting from extended illness or injury off duty. The donation and use of sick leave hours shall be subject to the Donation of Sick Leave policy adopted by the employer.

ARTICLE 21 UNIFORMS AND EQUIPMENT

Section 21.1

Upon hire, the Employer shall supply at no cost to the employee all uniforms and equipment required by the Employer, excluding socks and underwear, in quantities specified by the Employer. Additionally, the Employer shall furnish firearms, ammo, leather goods to all employees covered under this Agreement.

The Employer will also supply the necessary uniform and equipment for officer's assigned to a position that utilizes a uniform appearance that is different from the Employer's "patrol" uniform. Examples include, and are not limited to the following alternate uniforms: Canine, Bike Patrol, Investigations. Employer will also provide a bullet resistant vest to all employees and replace as needed, as determined by the Police Chief or their designee. The Employer shall replace uniforms and equipment damaged during an event, in the course of the Employee's duty.

Section 21.2

Employees shall be responsible for maintenance and replacement of all uniform, equipment, and clothing items not specifically supplied and replaced by the Employer under Section 21.1 of this Agreement. Employees who have completed one (1) year of service with the Employer shall receive \$1,000 annually for the purposes of maintaining or replacing all uniforms, equipment and clothing items which are necessary to perform the Employee's assignment-specific duties.

Employees who are eligible to receive the "uniform and equipment allowance" will be paid the agreed upon allowance by February 1st of each new calendar year. Employees who complete probation after the February 1st issuance date, shall receive a prorated "allowance," based on the annual allowance and the one-year anniversary date of the Employees full-time hire.

Section 21.3

All uniforms and equipment issued by the Employer are the property of the Employer and shall, upon termination of employment of an employee, be returned to the Employer in condition issued, allowing for reasonable wear and tear, prior to the issuance of any final compensation to

the employee. Any item issued which is lost by an employee shall either be replaced or paid for at current market value by the employee, at the option of the Employer.

Section 21.4

Equipment and other items not issued or required by the Employer may not be utilized or worn without the permission of the Police Chief.

Section 21.5

When an employee supplies evidence that their personal property sustained damage while performing the duties of their assigned work, or on off-duty details approved by the Police Chief, provided such damage was not the result of horseplay, willful misuse, or negligence on the part of the employee, the Employer shall reimburse the employee for the cost of necessary repair or replacement up to a maximum of two hundred dollars per year, but no more than fifty dollars for any, watch or jewelry items. The employee shall present the damaged items to the Employer for inspection prior to the repair or replacement of said property. The Employer has the option to replace or repair of said property_ Any court ordered restitution received by an employee as compensation for damage to this personal property shall be remitted to the Employer up to the amount the Employer has paid.

ARTICLE 22 EXPENSES

Section 22.1

When an employee's duty requires him to travel on Police Department business, the Police Chief may provide a vehicle for transportation or permit the employee to be reimbursed for the use of their personal motor vehicle at a rate most recently approved by the Board of Township Trustees for reimbursement of Township officials.

Section 22.2

When an employee, while acting on behalf of the Employer, must park in a commercial parking facility, the Employer shall reimburse the employee for parking expenses, up to fifteen dollars (\$15.00) per day, with proof of said receipt.

Section 22.3

When an employee is required to attend training or travel on Police Department business authorized by the Police Chief, the Employer shall pay all necessary, reasonable, authorized and approved expenses incident to such training and travel inclusive of required meals, lodging, parking, and fees. Training expenses for the overnight stays shall be approved in advance by the Chief of Police utilizing the Township's travel and training form. Expenses that are not pre-

approved may be required to be repaid by the employee if the State Auditor issues a finding for non-use of travel and training form.

Section 22.4

All required and authorized training shall be counted as time worked. On multiple day training sessions where the employee has been authorized by the Employer to remain at or near the training site overnight, the days in training which do not require travel to the site from Hamilton County or to Hamilton County from the site shall be counted as regular work days.

ARTICLE 23 LEAVES OF ABSENCE

Section 23.1 - Leave Without Pay

Employees may be granted the following types of unpaid leaves of absence:

A. Disability Leave

A physically or mentally incapacitated employee who has completed their probationary period may request a disability leave. A disability leave for a period not to exceed one year may be granted when the disability continues beyond the accumulated sick leave rights provided the employee furnishes satisfactory medical proof of such disability along with their written request;

and is:

- I. Hospitalized or institutionalized;
2. On a period of convalescence after being hospitalized, institutionalized, or;
3. Declared incapacitated for the performance of the duties of their position by a licensed physician. It is the employee's responsibility to request a disability leave when the employee's sick leave has expired.

B. Employer Required Disability Leave

The Employer may require an employee to be examined by a licensed physician selected by the employee, from a list of three submitted by the Employer, at the Employer's expense. An employee found to be unable to physically perform the substantial duties of their position shall be placed on Disability Leave as described in Section 21.1 A. Employer required disability leave may be appealed through the grievance and arbitration procedures.

C. Leave of Absence

The Police Chief may grant a leave of absence without pay to any employee for a maximum duration of six months for any personal reason of the employee. Such a leave may not be renewed or extended beyond a total accumulated period of six months in any one calendar year without the approval of the Board of Trustees.

1. The authorization of a leave of absence without pay is a matter of administrative discretion. The Police Chief will decide in each case if a leave of absence is to be granted.
2. The granting of any leave of absence is subject to approval of the Police Chief. Except for emergencies, employees will make request to the Police Chief sixty (60) days prior to commencement of the desired leave so that the various agency functions may proceed properly.
3. Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists.
4. An employee may return to work before the scheduled expiration of leave as requested by the employee and agreed to by the Police Chief. If the employee fails to return to work at the expiration of approved leave of absence, such employee shall be removed from their position, unless extenuating circumstances arise. During this time, the employee shall not receive seniority time for the period of the leave.
5. Leaves of absence which are for any purpose covered by the Family and Medical Leave Act shall be governed by the Township's FMLA policy.

Section 23.2 - Leave with Pay

Employees may be granted the following types of paid leave of absences:

A. Court Leave

The Employer shall grant full pay where an employee is summoned for jury duty or subpoenaed as a witness for a proceeding outside the scope of their employment.

All compensation from the Court or subpoenaing party shall be reimbursed to the department. An employee released from jury or witness duty prior to the end of their scheduled work day shall report to work for the remaining hours.

The Employer shall not be required to pay employees when they are appearing in court for criminal or civil cases being heard in connection with the employee's personal matters or in matters wherein the employee or the Union is a plaintiff in a case against the Township or any Township officials or employees. These absences would be leave without pay, compensatory time, personal leave or vacation at the discretion of the employee. An employee shall request prior approval for court leave, in order for such leave to be granted.

B. Military Leave

Bargaining unit employees are entitled to leave and/or benefits as described in State and Federal law.

ARTICLE 24 SEVERABILITY

Section 24.1

This agreement supersedes and replaces all applicable state and local laws which it has the authority to supersede and replace. Where this Agreement is silent, the provisions of applicable law shall prevail. If a court of competent jurisdiction finds any provision of this Agreement to be contrary to any applicable statute, such provision shall be of no further force and effect, but the remainder of the Agreement shall remain in full force and effect.

Section 24.2

The parties agree that should any provisions of this Agreement be found to be invalid, by a court or agency of proper jurisdiction, they will schedule a meeting within thirty (30) calendar days at a mutually agreeable time to negotiate alternative language on the same subject matter.

ARTICLE 25 WAIVER IN CASE OF EMERGENCY

Section 25.1

In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Sheriff or the Federal or State Legislature, such acts of God or civil disorder, the following conditions of this Agreement may be temporarily suspended by the Employer:

- A. Time limits for the processing of grievances; and
- B. All work rules and/or agreements and practices relating to the assignment of employees.

Section 25.2

Upon the termination of the emergency should valid grievances exist, they shall be processed in accordance with the provisions outlined in the grievance procedure of the Agreement and shall proceed from the point in the grievance procedure to which they, the grievance(s), had properly progressed, prior to the emergency.

ARTICLE 26 POLICE PROFESSIONAL LIABILITY INSURANCE

Section 26.1

The Police Professional Liability Insurance shall be maintained at current levels by the Board of Township Trustees. Any increase of cost will be covered by the Township Trustees.

ARTICLE 27 DURATION

Section 27.1

This agreement shall be effective 12:00 A.M. January 1, 2024 and shall remain in full force and effect through midnight December 31, 2026.

Section 27.2

If either party desires to modify or amend this Agreement, it shall give written notice of such intent no earlier than one hundred-twenty (120) calendar days prior to the expiration, or no later than ninety (90) calendar days prior to the expiration date of this Agreement. Such notice shall be by certified mail with return receipt requested. The parties shall commence negotiations within two weeks upon receiving notice of intent.

Section 27.3

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right to make demands and proposals on any subject matter not removed by law from the area of collective bargaining, and that the entire understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The provisions of this Agreement constitute the entire agreement between the Employer and the Union and all prior agreements, practices and policies, either oral or written, are hereby canceled. Therefore, both parties, for the life of this Agreement, voluntarily and unequivocally waive the right, and each agrees that the other shall not be obligated to bargain collectively or individually with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge of either or both parties at the time they negotiated or signed this agreement.

ARTICLE 28 MEDICAL/PHYSICAL EXAMINATION

Section 28.1 Physical Examination

The Board of Trustees will provide each employee with a complete physical or biometric screening (every 2 years if under 40 years of age and yearly if over 40 years of age). The physical will be conducted by a physician of the Township's choosing.

Section 28.2 Physical Fitness Testing

- A. Participation in the Colerain Township Police Department's Physical Fitness Testing Program shall be completely voluntary. An officer's decision not to participate or fail to meet the standards set in accordance with subsection "C" below shall not result in discipline nor be held against the officer in any assignment or promotional process.
- B. The components of the test shall be the completion of the department developed obstacle course. This obstacle course is comprised, but not limited to, the following obstacles: vehicle push, wall scale, stair climb and descent, sit-ups, window entry, push-ups, dummy drag, gun dry fire simulation, and jog/run between obstacles.
- C. The Chief of Police reserves the sole right and discretion to: (a) establish different physical fitness tests as an option to the current test, provided that the current test is maintained (if optional tests are established, employees may elect to participate in either the current test or an optional test); and (b) assign the personnel in charge of determining pass/fail of the physical fitness tests.
- D. Employees who pass two (2) physical fitness tests given at separate times in the same calendar year (projected test times as April/May and September/October) shall receive a lump sum payment equivalent to one percent (1%) of their annual base salary, less applicable deductions, in the first pay period in December. The employee must be employed by Colerain Township Police Department at the time of the payment in order to qualify for the payment. The tests must be completed at least three (3) months apart.

Section 28.3 Alcohol/Drug Testing

- A. It is the policy of the Colerain Township Police Department that the public and all Township employees have the absolute right to expect persons employed by the Police Department will be free from the effects of drugs and alcohol. The Township, as the Employer, has the right to expect its Employees to report to work fit and able for duty and to set a positive example for the community and the organization. The goals of this policy shall be achieved in such a manner as not to violate any Employee's administrative or constitutional rights.
- B. All Employees shall be subject to random drug testing on an annual basis through a computer-generated process of selecting individuals. Employees will have an equal chance of being tested each time selections are made. Dates for testing shall be unannounced and spread throughout the calendar year.

Any bargaining unit employee who has been ordered to undergo a random drug test may, upon timely request, be accompanied to the testing site by a coworker of their choice. No test will be delayed due to the tardiness of the employee's coworker.

- C. Alcohol/drug screening/testing shall be conducted as part of the pre-employment testing process for full-time employees. Testing under this section shall not be considered the random test for an employee. The Township may require any individual who is within seven (7) days of completing their probationary period to be tested under this section. .
- D. The Employer may also test Employees for drug or alcohol when it has a reasonable suspicion to suspect the use of drugs or alcohol. If reasonable suspicion testing occurs, it will not be considered an Employees random test and the Employee will still be subject to selection for random testing.

Reasonable suspicion that an Employee used or is using drugs or alcohol in an unlawful manner may be based upon but not limited to:

- a. Observable phenomena, such as direct observation or drug of alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;
 - b. A pattern of abnormal conduct or erratic behavior;
 - c. Arrest or conviction for a drug or alcohol-related offense, or the identification of an Employee as the focus of a criminal investigation into illegal drug or alcohol possession, use or trafficking;
 - d. Information provided either by reliable and credible sources or independently corroborated;
 - e. Evidence that an Employee may have tampered with a previous drug test; and
 - f. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.
- E. Drug/Alcohol testing shall be ordered by the Employer. The testing shall be conducted solely for administrative purposes. Results obtained shall be held in complete confidence and shall not be used in criminal proceedings against the affected employee. The parties agree that the Employer will respond if test results are subpoenaed or requested through other legal discovery. This procedure shall not preclude the Employer from other administrative actions, but action shall be based solely upon the initial testing alone. The maximum accepted tolerance for alcohol will be .04.
 - F. All drug screening tests shall be conducted by medical laboratories meeting the standards of the National Institute of Drug Abuse and the National Institute of Health. No test shall be considered positive until it has been confirmed by a gas chromatography/mass spectrometry full scan test. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody. All samples collected shall be

contained in two (2) separate containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this article. A Medical Review Officer shall review all confirmed positive results from the laboratory.

- G. Alcohol testing shall be done in accordance with the law of the State of Ohio to detect drivers operating a motor vehicle under the influence.
- H. The results of the testing shall be delivered to the Employer and the tested Employee. An Employee whose confirmatory test results are positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The Employee shall provide a signed release for disclosure of the testing results to the Employer only. A representative for the Bargaining Unit shall have a right of access to the results upon request to the Employer, with that Employee's written consent. Refusal to submit to the testing provided for under this Agreement shall be grounds for discipline, up to and including termination.
- I. If a drug-screening test is positive, a confirmatory test shall be conducted utilizing the samples collected in the manner prescribed above. If any confirmation drug test results are positive, the employee is entitled to have the split sample tested by another DHHS-certified lab in the manner prescribed above at the employee's expense. The employee must request the split sample test within seventy-two (72) hours of being notified of a positive result. The results of this test, whether positive or negative, shall be determinative. A list of three (3) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.
- J. After the testing required above has produced a positive result, the Employee shall be permitted to participate in any rehabilitation or detoxification program covered by insurance, or of the Employee's choice. Any discipline allowed by the positive findings provided for above shall be deferred pending successful rehabilitation of the Employee within a reasonable period. An Employee who participates in a rehabilitation or detoxification program shall be placed on medical leave of absence for the period of the rehabilitation or detoxification program, utilizing sick time and vacation leave for the period of the rehabilitation or detoxification program. If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon satisfactory completion of such program, as verified in writing by the treatment facility and upon receiving results from a retesting demonstrating that the Employee is no longer abusing a controlled substance, the Employee shall resume full duties at a like-position to the one held by the employee prior to the medical leave. Such Employee may be subject to random testing upon return to work for a period of two (2) years from the date of return to work. Any Employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, should it be necessary for the Employee to be placed on medical leave without pay, for a period not to exceed twelve (12) weeks.

- K. If the Employee refuses to undergo rehabilitation or detoxification or if the tests are positive during a re-testing return to work for such a program, the Employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.
- L. If an employee has not voluntarily submitted to a program of rehabilitation under this article, or tests positive for the use of illegal drugs or if the employee tests positive at any time within one (1) year after their return to work upon completion of a program, such employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

The term "drug" includes all controlled substances as defined in the Ohio Revised Code. The term "illegal drugs" includes any controlled substance that has not been legally prescribed and/or dispensed, or the abusive use of a legally prescribed drug.

- M. Costs of all drug screening tests, and confirmatory tests shall be borne by the Employer except that any tests initiated at the request of the Employee shall be at the Employee's expense.
- N. Any member may voluntarily present themselves as an alcohol abuser, or a person with tendencies toward drug abuse and volunteer for rehabilitation or detoxification or any other relevant/applicable Employee assistance without fear of punitive action.
- O. The provisions of this Article shall not require the Employer to offer a rehabilitation or detoxification program to any Employee more than once.
- P. All employees are required to notify the Chief of Police when reporting for duty while under a course of treatment that includes prescription medication that is a controlled substance so that a review of the employee's essential job functions and the impact, if any, of those prescription medication can be made. Such information shall be considered confidential medical treatment records and not subject to disclosure except to a Medical Review Officer who shall evaluate the employee's ability to safely perform the essential functions of their position in light of the prescription medication. In lieu of review by a Medical Review Officer, the employee may have their personal physician provide a written certification verifying that the employee's use of the prescription medication that is a controlled substance does not affect the employee's fitness for duty. Said certification shall only be valid where the physician's certification states the physician has reviewed the employee's position description, identifies the prescribed medication, and contains a statement by the physician that the employee's fitness for duty is not affected by the use of the identified prescribed medication.
- Q. Drug testing levels are applicable to all testing situations, except for those where an employee has been taking legally prescribed medications and conforming to the

prescribed dosage regimen. Any employee who tests the NIDA established levels as a result of a legally prescribed medication shall not be considered to have tested positive under this article if the level reflects the dosage regimen. However, where the level is above the NIDA level and inconsistent with the dosage schedule, the employee shall be considered to having tested positive.

ARTICLE 29 NO STRIKE/NO LOCKOUTS

SECTION 29.1

The Union and the Employees agree that there shall be no strikes of any kind. The term "strike", shall have the same definition for purposes of this agreement as contained in 4117.01 Hof the O.R.C. and include any effort to use sick leave for the purpose of withholding services. Any employee who is absent from work without permission, or abstains from performance of their or her assigned duties in a normal manner without permission, shall be presumed to have engaged in such a strike. In the event that any employee is engaged in any violation of this article, the Union shall, upon notification by management, immediately order such employees to resume normal work activities and shall publicly denounce any violation of this article.

The Union, its officers, agents, representatives, members and all other Employees covered by this Agreement shall not, in any way, authorize, assert, encourage, participate in, sanction, ratify, condone, or lend support to any strike. Any strike of the employees entered into, or any strike called for by the Union, shall constitute a breach of this agreement and shall abrogate the obligations of Township under this agreement. In law the Township shall have the right to impose discipline up to and including discharge for any employee who authorizes, condones, or lend support to any strike. In the event of a strike, Union officers and representatives will continue to carry out their duties as employees and will take positive action to bring the strike to an end.

During the life of this agreement, the employer shall not cause, permit or engage in any lock out of the bargaining unit employees.

ARTICLE 30 MID-TERM BARGAINING

Section 30.1

Subject to the specific rights retained by the Employer in this Agreement, the Employer recognizes its legal obligation under ORC chapter 4117 to bargain with the FOP prior to implementation of any changes in wages, hours, or other terms and conditions of employment applicable to members of the bargaining unit. Prior to implementing new or changed work rules, policies, or other changes that materially affect wages, hours, or terms or conditions of employment of bargaining unit employees, the Employer will notify the Union seven (7) calendar days in advance of the effective date of implementations. If the Union requests to bargain over such a change within the notice period, the Employer and the Union will negotiate in good faith. If the Union does not request to bargain within seven (7) calendar days after the notice of change is given,

objections to the proposal in the notice are waived, including any right to file a grievance or unfair labor practice. If the Employer and the Union bargain to impasse, the parties may submit the issues to fact finding and conciliation in accordance with the O.R.C. Sec. 4117.14. However, if the change is not a topic of bargaining under ORC Chapter 4117 or in the case if the change is necessary due to exigent circumstances of the State or Federal directive or regulation, the Employer is not required to give the seven (7) calendar day notice or to bargain over the implementation of the change; however, the Employer may elect to do so if time permits without waving its rights.

If the Union desires to bargain as described above, the Contract shall be opened only for negotiations of matters relating to the subject of the Notice of Change, and no other.

Section 30.2

Whenever practical, the Employer agrees to notify the Union in advance of any changes in the employment relationship that may affect the FOP or its members through the labor- management committee. The notification is not to constitute an abridgment of management's rights to make changes that it deems necessary.

Decisions to change policy and procedures that do not directly affect wages, hours, and other terms and conditions of employment are not subject to the grievance procedure.

ARTICLE 31 SUBCONTRACTING

Section 31.1

The Employer shall not subcontract any police services to or for the Township currently performed by members of The Union during the life of this agreement.

Section 31.2

Subcontracting does not preclude the Employer from entering into "Shared Services" agreements with other political subdivisions or law enforcement agencies to share police related assets and/or resources.

ARTICLE 32 CRITICAL INCIDENT SUPPORT

Section 32.1 Critical Incident Peer Support.

In the event of a critical incident, the Chief of Police shall notify either the internal Colerain Township Police Department Peer Support Team or activate the Tri-state Peer Support Group as soon as practical. The internal Peer Support Team will be activated by notifying the Peer Support Team Lead and Tri-state Peer Support Group will be activated through Hamilton County Communications Center.

A. Critical Incident definition

A critical incident is defined as any unanticipated event or group of events, which can overwhelm the usual coping skills of an individual or group.

B. Activation:

Critical Incident Peer Support will be contacted and asked to respond for the following situations:

1. Any officer related shooting involving a member of the bargaining unit (with the exception of the killing of an animal) whether or not officers returned fire;
2. Any hostage situation;
3. A serious physical assault upon a law enforcement officer or a natural disaster;
4. Any incident involving multiple fatalities;
5. The suicide of any member of the police department;
6. Any other time deemed necessary by any member or the chief or his designee (e.g., an incident involving the death of a child or several incidents within a short period of time which may overwhelm employees, etc.).

ARTICLE 33 FIT FOR DUTY EXAMINATIONS

Section 33.1. The Employer may require that an employee take a medical/fit for duty examination/functional capacity exam if it has a reason to believe the employee's ability to perform the essential duties of their positions is in doubt. An examination will not be mandated to supplant disciplinary action.

Section 33.2. While the employee is waiting to be scheduled by the employer for the examination, the employee shall be placed on paid administrative leave and shall remain on such status until a final determination is made. While on administrative leave, the employee shall be placed on a M-F, 0800 to 1600 schedule. During these hours, the employee must be available to respond to the Township or appointment scheduled by the Township within two (2) hours of notification up to once a day. Likewise, during these hours the employee is expected to only engage in behaviors that would reflect favorably on the Township.

Section 33.3. The examination shall be conducted by a licensed physician (for physical consideration) or Psychologist/Psychiatrist (for mental consideration) in good standing and qualified with respect to the subject matter to determine the employee's physical or mental

capability to perform the essential duties of the employee's position. The cost of such examination shall be paid by the employer.

Section 33.4. If the employee disagrees with the determination of the examination arranged for by the Township, the employee may be examined by a physician or Psychologist/Psychiatrist in good standing and qualified with respect to the subject matter at the employee's expense. At the time of the Employee's appeal he or she will be removed from paid administrative leave and placed on sick leave.

Section 33.5. Should the two reports conflict, the employee shall be returned to paid administrative leave and a third opinion shall be rendered by a neutral physician or Psychologist/Psychiatrist chosen by the FOP Staff Representative and Township. The FOP shall submit up to three (3) names, the Township shall submit up to three (3) names, and the medical director for the fire department will submit one (1) name. All names will be submitted within ten (10) calendar days. The parties shall alternatively strike the names of the doctors until only one (1) name remains. The striking of names shall occur within five (5) calendar days of the finalization of the list of doctors. The person whose name remains shall be the doctor for the final fit for duty examination..

Section 33.6. If the employee is found not qualified due to illness or disabling condition, the employee shall be placed on sick leave, leave without pay or disability separation.

Section 33.7. Reinstatement: Reinstatement rights upon granting of disability leave extend for three (3) years if the employee receives no State of Ohio benefit and for five (5) years if the employee receives a State of Ohio benefit. Upon reinstatement from a disability leave, an employee will be returned to the same or similar position.

Section 33.8. Reinstatement Procedures: An employee who has been granted a disability leave may make a written application to be reinstated and must successfully pass a medical examination showing full qualifications to perform the duties of the position. This examination will be made promptly and scheduled within thirty (30) days of making application barring any exigent circumstances. This examination will be paid for by the Township. An employee who passes the medical examination showing full qualifications to perform the duties of the position shall be returned to work within ten (10) days of notification.

Section 33.9. Disability Separation/Retirement: An employee whose disability prevents reinstatement from disability leave may wish to apply to the Public Employees Retirement System (PERS) for a disability retirement. Should a disability retirement be approved, such a separation from township service will be properly reported to the appointing authority.

Section 33.10. Failure to Return: An employee who does not return from disability leave, and who does not take a disability retirement, or formally resign, will be terminated at the end of the approved leave by means of a personnel action designated as "failure to return from disability leave."

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have hereunto set their hands this ____ day of December, 2023.

FOR THE BOARD OF TRUSTEES

Jeff Weckbach, Township Administrator

Scott Sollmann, Township Law Director

FOR THE FOP, OHIO LABOR COUNCIL

Negotiation Team

Negotiation Team

Negotiation Team

Rob Merkle
Attorney, FOP, OLC

ADMINISTRATION

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

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

Motion Authorizing Township Administrator to Execute Collective Bargaining Agreement with FOP Gold
Recommend ADOPTION of the Motion.

Rationale:

Over the past several months, staff has negotiated with the FOP and the Gold Unit (Sergeants) to update their collective bargaining agreement that would align with the attached document. This contract is effective as of January 1, 2024 and would extend through December 31, 2026.

AGREEMENT

BETWEEN THE

COLRAIN TOWNSHIP BOARD OF TRUSTEES



AND THE

FOP, OHIO LABOR COUNCIL, INC.



OHIO LABOR COUNCIL

January 1, 2024, to December 31, 2026

SERB Case No: xx-MED-xx-xxxx

Sergeant

Table of Contents

ARTICLE 1 AGREEMENT & PURPOSE	3	
ARTICLE 2 RECOGNITION	3	
ARTICLE 3 UNION REPRESENTATION	<u>4</u>	Deleted: 3
ARTICLE 4 MANAGEMENT RIGHTS	5	
ARTICLE 5 NON-DISCRIMINATION	6	
ARTICLE 6 LABOR MANAGEMENT MEETINGS	6	
ARTICLE 7 GRIEVANCE PROCEDURE	7	
ARTICLE 8 DISCIPLINE	10	
ARTICLE 9 PERSONNEL FILES	<u>12</u>	Deleted: 2
ARTICLE 10 PROBATIONARY PERIODS	<u>13</u>	Deleted: 2
ARTICLE 11 SENIORITY	<u>14</u>	Deleted: 2
ARTICLE 12 LAY-OFF AND RECALL	<u>15</u>	Deleted: 2
ARTICLE 13 WORK RULES - GENERAL ORDERS	<u>16</u>	Deleted: 2
ARTICLE 14 HOURS OF WORK AND OVERTIME	<u>16</u>	Deleted: 2
ARTICLE 15 WAGES AND COMPENSATION	<u>18</u>	Deleted: 2
ARTICLE 16 COURT TIME/CALL-IN/STAND-BY TIME	<u>19</u>	Deleted: 2
ARTICLE 17 INSURANCES	<u>20</u>	Deleted: 2
ARTICLE 18 HOLIDAYS/PERSONAL LEAVE	<u>21</u>	Deleted: 2
ARTICLE 19 VACATIONS	<u>22</u>	Deleted: 2
ARTICLE 20 SICK LEAVE	<u>23</u>	Deleted: 2
ARTICLE 21 UNIFORMS AND EQUIPMENT	<u>25</u>	Deleted: 2
ARTICLE 22 EXPENSES	<u>26</u>	Deleted: 2
ARTICLE 23 LEAVES OF ABSENCE	<u>27</u>	Deleted: 2
ARTICLE 24 SEVERABILITY	<u>29</u>	Deleted: 2
ARTICLE 25 WAIVER IN CASE OF EMERGENCY	<u>29</u>	Deleted: 3
ARTICLE 26 POLICE PROFESSIONAL LIABILITY INSURANCE	<u>30</u>	Deleted: 3
ARTICLE 27 DURATION	<u>30</u>	Deleted: 3
ARTICLE 28 MEDICAL/PHYSICAL EXAMINATION	<u>31</u>	Deleted: 3
ARTICLE 29 NO STRIKE/NO LOCKOUTS	<u>35</u>	Deleted: 3
ARTICLE 30 MID-TERM BARGAINING	<u>36</u>	Deleted: 3
ARTICLE 31 SUBCONTRACTING	<u>36</u>	Deleted: 3
ARTICLE 32 CRITICAL INCIDENT SUPPORT	<u>37</u>	Deleted: 3
ARTICLE 33 FIT FOR DUTY EXAMINATIONS	<u>38</u>	Deleted: 4
SIGNATURE PAGE	<u>40</u>	Deleted: 4

ARTICLE 1 AGREEMENT & PURPOSE

Section 1.1

This Agreement, entered into by the Colerain Township Trustees, hereinafter referred to as the "Employer", and the Fraternal Order of Police, Ohio Labor Council, Inc., hereinafter referred to as the "Union", has as its purpose the following:

To comply with the requirements of Chapter 4117 of the Ohio Revised Code; and to set forth in its entirety, the full and complete understandings and agreements of the parties governing the wages, hours, terms and conditions of employment for those employees included in the bargaining unit as defined herein.

ARTICLE 2 RECOGNITION

Section 2.1

The Employer recognizes the Union as the exclusive collective bargaining agent for all regular full-time employees of the Colerain Township Police Department in the rank of Sergeant.

The Employer recognizes the right of the employees covered by this agreement to have one Associate Members from employees in the rank of Sergeant, and one alternate member, which comprises the bargaining unit in bargaining/negotiating the contract. The Union will authorize from time to time the party or parties which will act as Union representatives in all matters.

Section 2.2

In the event that a new classification is created within the department, the Employer shall determine whether the new position will be included in or excluded from the bargaining unit and shall so advise the Union in writing within thirty (30) calendar days. If the Union disputes the Employer's determination of bargaining unit status, the parties shall meet in an attempt to resolve their disagreement within seven (7) calendar days from the Union's notification to the Employer. If the parties agree on the determination, it shall be implemented as agreed by the Employer and the Union. If the parties do not agree, the position shall be subject to challenge by the Union to the State Employment Relations Board pursuant to Chapter 4117 of the Ohio Revised Code and the SERB Rules and Regulations.

Section 2.3 Union Dues

The Employer recognizes the right of the Union to receive dues from members of the Union. The Employer agrees to deduct the periodic dues, initiation fees and assessments, if any, of members of the Union upon presentation of a written deduction authorization by the employee.

ARTICLE 3 UNION REPRESENTATION

Section 3.1

The Union shall designate three employees and one alternate who shall act as Union representatives. From said group of designated employees:

- a. not more than one employee shall participate in the negotiation of contracts;
- b. not more than two employees shall participate in labor management meetings, pursuant to Article 6; and
- c. not more than one of said employees, or another party designated by the grievant shall act as representative for the purpose of processing grievances in accordance with the grievance procedure.

In addition to the Employees designated above, the representative, if any, designated from time to time by the Union in section 2.1 shall have the right to attend and participate in the activities described in this paragraph 3.1.

Section 3.2

The Union shall provide to the Employer an official roster, in the Month of January, of its officers and representatives which is to be kept current at all times and shall include the following:

- 1) Name
- 2) Address
- 3) Home Telephone Number

No employee shall be recognized by the Employer as a Union representative until the Union has presented the Employer with written certification of that person's selection.

Section 3.3

The investigation of grievances (alleged or filed) shall be on non-work time. Writing of grievances by representatives may be performed during working hours when such activity does not interfere with the performance of the representatives assigned duties. If grievance hearings are scheduled during representatives or employees regular duty hours, the representative and/or employee shall not suffer any loss of pay while attending the hearings, nor be eligible for overtime

Section 3.4

The Union agrees that no representative of the Union, either employee or non- employee of the Employer, shall interfere, interrupt, or disrupt the normal duties of employees. Further, the Union agrees not to conduct meetings (bargaining unit, lodge, or committee meeting) involving on-duty employees except to the extent specifically authorized by the Employer.

Bargaining unit members shall not conduct Union business during work hours or while under the supervisory control of a department supervisor and/or failure to cease unauthorized activity may subject the offending employees to disciplinary action. However, pertinent literature and information may be distributed in department mailboxes.

Information regarding Union business may be sent to and transmitted from the Police Department copier and email, provided that said use of the copier and email does not unreasonably disrupt or interfere with normal Police Department business conducted on said copier and email. All costs connected with the Union's use of this equipment shall be paid by the Union. The Employer cannot guarantee the confidentiality of Union documents received on the Police Department copier or email.

ARTICLE 4 MANAGEMENT RIGHTS

Section 4.1

The Employer possesses the sole right to operate the Department and all management rights reside therein. The Employer's exclusive rights shall not be limited except as expressly limited by the terms and conditions set forth in this Agreement.

"Management Rights" include, but are not limited to the right of management to do the following:

- 1) Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure;
- 2) Direct, supervise, evaluate, or hire employees;
- 3) Maintain and improve the efficiency and effectiveness of governmental operations;
- 4) Determine the overall methods, process means, or personnel by which governmental operations are to be conducted;
- 5) Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees;

- 6) Determine the adequacy of the workforce;
- 7) Determine the overall mission of the employer as a unit of government;
- 8) Effectively manage the work force;
- 9) Take actions to carry out the mission of the public employer as a governmental unit; and
- 10) Promulgated work rules and general orders.

The employer is not required to bargain on subjects reserved to the management and direction of governmental unit except if they affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. A public employee may raise a legitimate complaint or file a grievance based on the collective bargaining agreement.

ARTICLE 5 NON-DISCRIMINATION

Section 5.1

The Employer and the Union agree not to discriminate against any bargaining unit employee with respect to compensation, terms, or conditions of employment because of such individual's race, color, religion, sex, age, national origin, handicap, ancestry, disability, and/or veteran status of any person, or Union membership or non-membership. Management's use of Bonafide Occupational Qualifications (B.F.O.Q) in accordance with job characteristics (i.e., physical strengths, fitness, agility, and stamina) must be job-related and applied uniformly. Such B.F.O.Q.'s shall not be construed as discriminatory, and therefore, not subject to the Grievance Procedure Article. However, failure to apply an otherwise valid B.F.O.Q. uniformly will be subject to the grievance procedure.

ARTICLE 6 LABOR MANAGEMENT MEETINGS

Section 6.1

In the interest of sound labor/management relations, the Employer and/or its designee(s) shall meet with not more than three representatives and/or alternate of the Union to discuss pending problems and to promote a more harmonious labor management relationship will agree to meet on an as needed basis.

An employee attending a Labor Management meeting during their scheduled work hours shall be paid for the scheduled time, as if worked. An employee's attendance at a labor-management meeting after scheduled work hours shall not be compensated.

Section 6.2

Special labor/management meetings may be requested, and when mutually agreed upon, they shall be convened as soon as practicable.

ARTICLE 7 GRIEVANCE PROCEDURE

Section 7.1

The term grievance shall mean an allegation by a bargaining unit employee that there has been a breach, misinterpretation, or improper application of this Agreement. It is not intended that the grievance procedure be used to effect changes in the Articles of this Agreement or those matters which are controlled by the provisions of Federal and/or State Laws and/or by the United States or Ohio State Constitution.

Section 7.2

All grievances must be presented at the proper step and time in progression in order to be considered at the next step. Grievances involving lost pay discipline (suspension, reduction in pay, removal or discharge) shall be initiated at Step 3.

The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal. Any grievance not answered by the Employer's representatives within the stipulated time limits, within the first two steps of the grievance procedure, shall be deemed denied and may be advanced by the employee to the next step in the grievance procedure, and will be heard and responded to as outlined in this article. Time limits set forth herein may only be extended by mutual agreement. Where a group of bargaining unit employees desires to file a grievance involving a situation affecting more than one member of the bargaining unit in a like manner, one member selected by such a group will process the grievance, and shall so indicate that the grievance is a group grievance.

A grievance may be brought by any member of the bargaining unit on their own behalf. The Union or their representative shall have the right to be present at the settlement of any grievance brought by an employee on their own behalf.

Section 7.3

A grievance must be submitted to the grievance procedure within ten (10) calendar days after an employee knows or should have known the facts giving rise to the grievance, otherwise it will be considered not to have existed.

Section 7.4

All grievances must be submitted in writing and should contain the following information to be considered:

- 1) Aggrieved employee 's name and signature;
- 2) Date grievance was filed in writing;
- 3) Date, time and location of grievance;
- 4) Description of incident giving rise to the grievance;
- 5) Date grievance was first discussed;
- 6) Name of supervisor with whom grievance was discussed;
- 7) Article and section of the Agreement alleged to have been violated; and
- 8) Desired remedy to resolve grievance.

Section 7.5

The following steps shall be followed in the formal processing of grievances:

Step 1.

A grievance may be submitted by the employee to the employee's immediate supervisor, or the supervisor's designee within the time limits set forth in Section 7.4. It shall be the responsibility of the Supervisory Officer or their designee to investigate the matter and to provide a written answer to the employee within ten (10) calendar days following the day on which the matter was submitted to him.

In the event that the employee's "immediate supervisor" is the Police Chief (i.e., no person holding a rank above Lieutenant and authorized by the Police Chief to hear grievances has then been appointed), the Police Chief shall hear the grievance in this step 1, and step 2 shall be skipped.

Step 2.

A grievance unresolved at Step 1 may be submitted by the employee to the Police Chief or their designee within seven (7) calendar days of the presentation of the Step 1 answer. It shall be the responsibility of the Police Chief or their designee to investigate the matter and to provide a written answer to the employee within seven (7) calendar days following the day on which the matter was submitted to the Police Chief.

Step 3.

A grievance unresolved at Step 2 may be submitted by the employee to the Township Administrator within seven (7) calendar days of the presentation of the Step 2 answer. The Administrator or their designee shall meet with the employee and a representative of the Union if the employee desires, and provided that Article 3, Section 3.4 is not violated, within ten (10) calendar days of submission of the - grievance to Step 3, to discuss the grievance. The

Administrator or designee may invite additional individuals with knowledge of the event to this meeting in order to gather additional information to make an informed decision. The Administrator or their designee shall provide a written answer to the employee within seven (7) calendar days of such meeting.

Step 4. Arbitration.

A grievance unresolved at Step 3 may be submitted to arbitration upon request of the Union or their representative in accordance with the provisions of Section 7.7 of this Article hereinafter set forth.

Section 7.6

The Union or their representative, based upon the facts presented, has the right to decide whether to submit a grievance for arbitration. Within fourteen (14) calendar days from the date of the final answer on a grievance from Step 3, the Union or their representative shall notify the Employer in writing of its intent to seek arbitration over an unresolved grievance. The Union or their representative may withdraw its request to arbitrate at any time prior to the actual hearing. Should the decision be made to withdraw the grievance, the Union agrees to promptly notify the Township of its' decision. Any cancellation fee due the arbitrator shall be paid by the party or parties canceling the arbitration. Any grievance not submitted within the fourteen (14) calendar day period described above shall be deemed settled on the basis of the last answer given by the Employer or its representative.

- A. After receipt of a request to arbitrate, the representatives of each of the parties shall select an arbitrator. The arbitrator shall be selected in the following manner: the Federal Mediation and Conciliation Service (FMCS) shall be jointly requested to submit a panel list of seven (7) arbitrators. The parties shall alternately strike the names of the arbitrators until only, one name remains. The person whose name remains shall be the arbitrator.
- B. The arbitrator shall limit their decisions strictly to the interpretation, application or enforcement of specific Articles of this agreement. They may not modify or amend this Agreement.
- C. The question of the arbitrability of a grievance may be raised by either party before the arbitration hearing of the grievance, on the grounds that the matter is non-arbitrable or beyond the arbitrator's jurisdiction. The first question to be placed before the arbitrator will be whether or not the alleged grievance is arbitrable. If the arbitrator determines the grievance is arbitrable, the alleged grievance will be heard on its merits before the same arbitrator.
- D. The decision of the arbitrator shall be final and binding on the grievant, the Union or their representative, and the Employer. The arbitrator shall render their decision within thirty (30) calendar days after the conclusion of testimony and argument or submission of final

briefs.

- E. The costs of the services and expenses of the arbitrator and hearing room expenses, if any, shall be borne equally by the Employer and the Union or their representative. The expenses of any witnesses shall be borne by the party calling them. The fees of the court reporter shall be paid by the party requesting the reporter, or split equally by the parties if both parties desire a reporter.

Any bargaining unit member whose attendance is required by the Employer for such hearing shall not lose pay or benefits to the extent such hearing hours are during normal scheduled working hours on the day of hearing.

Section 7.7

The Union or grievant shall use a grievance form which shall provide the information outlined in Section 7.5. The Union shall have the responsibility for the duplication, distribution, and their own accounting of the grievance forms.

ARTICLE 8 DISCIPLINE

Section 8.1

Employees shall have good behavior and provide efficient service. The Police Chief, when having just cause, may take disciplinary action against any employee in the bargaining unit. No employee shall be suspended, reduced in pay and position, and no non-probationary employee shall be removed or discharged except for just cause. The Police Chief may take disciplinary action relating to an employee's conduct while on duty, while working under the color of authority of the Employer, or at any other time, when the employee's conduct violates their oath of office, or is of such a derogatory nature that it undermines the integrity of the Police Department.

Section 8.2

Incompetency, inefficiency, dishonesty, drunkenness, under the influence of illegal drugs or substances, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, absence without leave, or any conduct unbecoming of Police Officer or any other acts of misfeasance, malfeasance, or nonfeasance shall be cause for disciplinary action. Anonymous complaints with no corroborative evidence shall not be cause for disciplinary action.

Section 8.3

Except in extreme instances wherein the employee is found guilty of gross misconduct, discipline will be applied in a progressive and uniform manner. Progressive discipline shall take into account the nature of the violation, the employee's record of discipline, and the employee's record of performance and conduct.

- A. Verbal Admonishment (Notation to file);
- B. Written warning with counseling (File entry)
- C. Official Reprimand;
- D. Suspension without pay;
- E. Reduction in pay and position; and
- F. Removal or discharge from employment.

Section 8.4

Whenever the Employer or their designee(s) interviews, questions, or interrogates bargaining unit members in reference to alleged or suspected misconduct, either in preliminary investigations or in disciplinary hearings, the following conditions shall apply:

- 1) Employees being questioned as witnesses shall be so informed. Employees suspected of misconduct will be given either Garrity or Miranda Rights by the employer or their designee.
- 2) Employees suspected of misconduct shall be, during the preliminary investigations, apprised of the nature of the suspected misconduct as it is known at that time. Not less than twenty-four (24) hours prior to the scheduled starting time of a formal disciplinary hearing, the employees will be provided with written specifications and particulars of the charges which may be the basis for disciplinary action.
- 3) Prior to questioning, employees (including witnesses) shall be informed that failure to respond or failure to respond truthfully may result in disciplinary action for insubordination or dishonesty.
- 4) The Police Chief, or their designee, may tape record, with the knowledge of the party involved, preliminary investigation interviews. Formal disciplinary hearings shall be tape recorded. A copy of the recording shall, at the request of the charged employee, be provided to the employee within forty-eight (48) hours of the close of the hearing. In the event the employee tape records the hearing, a copy of said tape recording shall be provided to the Police Chief within forty-eight (48) hours of the close of the hearing.
- 5) Preliminary investigations and disciplinary hearings shall be held either during an employee's scheduled working hours or at times in reasonable proximity to their shift. Disciplinary hearings held outside the employees scheduled working hours shall be considered time worked.
- 6) Bargaining Unit Members shall not investigate fellow Bargaining Unit Members, except members of the Gold Bargaining Unit may investigate members of the Blue Bargaining Unit, unless ordered by the Police Chief. Additionally, members of the Gold and Blue Bargaining units may investigate the clerks unit.

Section 8.5

Whenever the Employer determines that an employee will be subject to discipline of suspension, reduction or termination, a disciplinary hearing will be scheduled to give the employee an opportunity to offer an explanation of the alleged misconduct.

Section 8.6

The employer may be represented in the disciplinary hearing by such persons as the employer may deem necessary for the purpose of presenting the employer's position, or presenting the facts relating to the subject of the hearing. Disciplinary hearings will be conducted by the Township Administrator or their designee. The employee may be represented at the hearing by one representative of their choosing. The employee must choose to: (1) appear at the hearing to present oral or written statements in their defense; or (2) appear at the hearing and have the chosen representative present oral or written statements in defense of the employee; or (3) elect in writing within 24 hours prior to the scheduled hearing to waive the opportunity to have a disciplinary hearing. Failure to elect and pursue one of these three options will be deemed as a waiver of the employee's right to the disciplinary hearing.

Section 8.7

At the disciplinary hearing, the Township Administrator, Police Chief or their designee will ask the employee or their representative to respond to the allegations of misconduct which were outlined to the employee. At the hearing, the employee may present any testimony, witnesses, or documents which explain whether or not the alleged misconduct occurred. The employee shall provide a list of witnesses and the name and occupation of their representative, if any, to the Township administrator or their designee as far in advance as possible, but no later than 8 a.m. on the day of the hearing. Said list and notification may be made by email. It is the employee's responsibility to notify their witnesses that the employee desires their attendance at the hearing.

Section 8.8

The employee and the employer will be permitted to confront and cross-examine witnesses. A written report will be prepared by the Administrator or their designee concluding whether or not the proposed discipline is warranted and what disciplinary action will be taken, if any. A copy of the Administrator's report will be provided to the employee within seven (7) calendar days following its preparation.

Section 8.9

Disciplinary action may be appealed through the Grievance Procedure.

ARTICLE 9 PERSONNEL FILES

Section 9.1

Each employee may request to inspect their official personnel file maintained by the Employer. Inspection of the individual's personnel file shall be by scheduled appointment requested in writing or by phone call to the Employer. Appointment shall be during the regular scheduled work hours of the administrative staff of the Police Department. An employee shall be entitled to have a representative of their choice accompany them during such review. Any employee may copy documents in their official personnel file.

Section 9.2

If an unfavorable statement or notation is in the official personnel file, the employee shall be given the right to place a statement of rebuttal or explanation in the file. No anonymous material of any type shall be included in the employee's official personnel file.

Section 9.3

Records of verbal admonishments (Notation to file), written warning with counseling (File entry), official reprimands, suspension without pay, reduction in pay or position, and removal or dismissal, shall be maintained in the official personnel file, as required by the public records law.

Records of verbal admonishments (Notation to file) and written warning with counseling (File entry) shall cease to have force and effect two years from date of issuance, provided no intervening discipline has occurred.

Records of official reprimands, reductions in pay or position, suspension without pay, or removal, shall cease to have force and effect three years from date of issuance, provided no intervening discipline has occurred.

Section 9.4

The following information from an employee's personnel file shall be considered public information available immediately upon request to the Employer: annual salary, degrees held, areas of special certification, and awards or commendations. Any request for additional information from a member's personnel file will require the Employer to immediately notify the Bargaining Unit member prior to release of said information.

The employer shall disclose all such information from the employee's file in compliance with the specific sections of the Ohio Revised Code which is in effect at the time the request for information is received.

ARTICLE 10 PROBATIONARY PERIODS

Section 10.1

Every newly hired or promoted employee will be required to successfully complete a probationary period. The probationary period shall begin on the first day which the employee receives compensation from the Employer and shall continue for a period of (one) 1 calendar year. However, for a newly hired employee who is not OPOTA Certified, the probationary period shall begin on the first day which the employee receives compensation from the Employer and shall continue for a period of eighteen (18) months. A newly hired or promoted probationary employee may be terminated at any time during their probationary period and shall have no right to grieve the termination.

Section 10.2

Any employee promoted into a higher-level position shall be required to successfully complete a probationary period of one (1) calendar year. An employee serving a promotional probationary period whose performance is judged unsatisfactory shall be returned to their former classification and shall have no right to grieve the decision.

ARTICLE 11 SENIORITY

Section 11.1

"Seniority" shall accrue to all employees in accordance with the provisions of this Article. Seniority, as defined in Section 11.2 of this Article, will apply wherever employee seniority rights are established in terms and conditions of this Agreement.

Section 11.2

"Seniority" shall be computed on the basis of uninterrupted length of continuous full-time service as a law enforcement officer in the employ of the Colerain Township Police Department. Should two (2) or more employees be promoted on the same date, seniority will be determined by the promotional process score with the higher seniority being granted to the sergeant with the highest score.

- 1) The following situation shall not constitute a break in continuous service:
 - A. Absence while on approved leave of absence;
 - B. Absence while on approved sick leave or disability leave;
 - C. Involuntary Military leave; or
 - D. A layoff of thirty-six (36) months duration or less.
- 2) The following situations constitute breaks in continuous service for which seniority is lost:
 - A. Discharge during probationary period;

- B. Discharge or removal for just cause;
- C. Retirement;
- D. Layoff for more than thirty-six (36) months;
- E. Failure to return to work within fourteen (14) calendar days of a recall from layoff;
- F. Failure to return to work at the expiration of leave of absence; or
- G. A resignation.

Section 11.3

Employees laid off shall retain their seniority for a period of thirty-six (36) months from the date of layoff.

ARTICLE 12 LAY-OFF AND RECALL

Section 12.1

When the Employer determines because of lack of money or lack of work, that a long-term layoff is necessary, they shall notify the affected employees thirty days in advance of the effective date of the layoff. Employee(s) will be notified of the Employer's decision to implement any short-term layoff, lasting nine working days or less as soon as possible.

Section 12.2

The layoff of employees covered by this collective bargaining agreement, shall be based on Departmental seniority, as that term is used in Section 11.1 of this Agreement. These employees shall be laid off in inverse order of their Departmental seniority. Any position that is vacated as a result of a layoff may not be filled.

Section 12.3

At the time of recall of laid off employees, recall shall be in inverse order of their layoff. If any employee requires additional training in order to be qualified after a recall, the Employer will pay for all training.

Section 12.4

Notice of recall shall be sent to the employee by certified mail. The employer shall be deemed to have fulfilled its obligation by mailing the recall to the employee at their last known address. Certified mail will have been considered delivered if signed receipt is not received by Employer within fourteen (14) calendar days of sending.

Section 12.5

The recalled employee shall have five (5) calendar days following the date of receipt of the notice to notify the employer of their intention to return to work and shall have fourteen (14) calendar

days to report back to duty, unless otherwise specified.

ARTICLE 13 WORK RULES - GENERAL ORDERS

Section 13.1

The employer agrees that all department work rules and general orders shall be applied uniformly within the group of employees to whom rules or general orders are directed.

Section 13.2

All department work rules, general orders and any amendments shall be reduced to writing and copies disseminated to all employees as soon as practicable.

Section 13.3

The employer possesses the management right to promulgate work rules for the purposes, among other things, of promoting the efficient administration of law enforcement services, and the effective and safe operation of the department. No work rule shall be arbitrary and capricious and unrelated to the furtherance of any right reserved to management.

ARTICLE 14 HOURS OF WORK AND OVERTIME

Section 14.1

Each employee's work schedule shall be determined by the Police Chief. Work schedules covering not less than a twenty-eight (28) calendar day period shall be posted seven (7) calendar days in advance of their effective date. The posting shall not restrict the Police Chief from altering individual work schedules when the best interest of the Police Department or the community would be served. The current schedule for patrol operations is a twelve (12) hour work day. The schedule consists of a six (6) week cycle that alternates days working and days off. The cycle is two (2) days on and two (2) days off; three (3) days on and two (2) days off; and two (2) days on and three (3) days off, every two-week period. A Kelly day will be provided to each officer once every six (6) weeks to compensate for the additional four (4) hours worked each pay cycle without pay. Kelly Days shall be picked by seniority. The hours of operation of the twelve (12) hour days shall be determined by the Employer.

For purposes of this Article, these three schedule variations describe the "Standard Work Day" for employees so scheduled.

Section 14.2

The standard work period for all bargaining unit employees shall consist of no more than one hundred seventy-one (171) hours within a twenty-eight (28) day period.

Section 14.3

All hours actually worked including the application of compensatory time, vacation time, or personal leave time in excess of the employees "Standard Work Day" shall be considered overtime and shall be compensated at the rate of one and one-half times their regular hourly pay rate. For the purpose of computing overtime, sick leave shall not be counted as time actually worked on the day sick leave is used. Sick leave will count as time worked for all other days. Overtime shall be calculated in quarter hour increments.

Section 14.4

An employee may elect, in lieu of overtime pay, to accept compensatory time. Compensatory time shall be credited at the rate of one and one-half hours off for each hour of overtime worked. Compensatory time may be accumulated by an employee, but only to a maximum of two hundred forty (240) hours at any given time. In the event that an employee goes over the limit, that employee shall receive overtime pay. The following rights and conditions shall exist as they pertain to compensatory time:

- 1) Compensatory time may be taken in lieu of overtime pay. The employee shall indicate this request when reporting their time for the overtime worked;
 - a. Requests for taking compensatory time off shall be honored subject to the operational needs of the department.
- 2) Requests for compensatory time off must be submitted in advance of the time requested;
- 3) The Police Chief may schedule an employee off on compensatory time, so long as such scheduling does not reduce an employees' compensatory balance below eighty (80) hours;
- 4) The Police Chief shall provide not less than sixteen (16) hours notice to an employee of any Employer scheduled compensatory time off;
- 5) Compensatory time off requested by an employee who has been approved and scheduled, shall not be canceled except when unanticipated operational needs of the department would require it; and
- 6) Employees may cash in all their compensatory time on record upon retirement.

Section 14.5

With the prior approval of the Police Chief or their designee, an employee may exchange days off or work shift assignments with another employee. Such exchanges shall not affect the pay

status of either, except that an employee who works an exchange and is required to work overtime shall receive the overtime compensation.

Section 14.6

Any employee having compensatory hours held in escrow may elect semi-annually to cash in those hours for payment, up to a maximum of forty (40)hours.

An employee shall make written notification of their intention to convert accumulated compensatory time, partially or in its entirety, to pay. Said notification shall be in the form of a memorandum submitted to the Police Chief stating the employee's intention. The notification must be received by the Police Chief or their designee no later than that calendar day ending the first pay period of May and November of the year in which the employee is making notification.

The monetary conversion of any unused compensatory time in escrow shall be paid based on the employees, hourly rate at the time of payment.

Section 14.7

Unless authorized by the Police Chief, in no case may an employee work more than seventeen (17) hours in any 24-hour period.

ARTICLE 15 WAGES AND COMPENSATION

Section 15.1

Employees shall be compensated according to the following pay scale:

Probationary Sergeant: (8% above top step Police Officer)

2024	2025	2026
\$44.79 hr.	\$47.02 hr	\$49.38 hr.

Non-Probationary Sergeant: (16% above top step Police Officer)

2024	2025	2026
\$48.11 hr.	\$50.51 hr.	\$53.04 hr.

Section 15.2

Any police officer who, in the absence of a supervisor, is designated by the Police Chief as an officer-in-charge shall receive additional compensation. Such compensation shall be paid at an hourly rate of \$1.70 per hour. The term "Senior Officer" shall have the same meaning as Officer in Charge and shall receive the same compensation as Officer in Charge when acting in that capacity. Absence of a supervisor shall mean that time when no police officer of the rank of sergeant or above is actually on duty.

Section 15.3 - Field Training Officers

Employees that are FTO's (Certified Field Training Officers) will receive two (2) hours of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first one (1) hour beyond the end of their shift. For officers working an eight (8) hour day, they shall receive one (1) hour of compensatory time for every day actually worked in the FTO position in lieu of overtime pay for the first thirty (30) minutes beyond the end of their shift.

Section 15.4 - Longevity

Employees with five (5) or more years of continuous service, calculated on July 1st of each year, as a full time police officer in Colerain Township shall receive longevity pay as follows:

- A. 5 – 10 Years of continuous service \$2,000.00
 11 + Years of continuous service \$2,000.00 plus \$100.00 for every additional year following the 10th year.

 i.e: 11 years = \$2,100.00
 12 years = \$2,200.00
 13 years = \$2,300.00
 14 years = \$2,400.00
 15 years = \$2,500.00
 etc.
- B. Longevity payments shall be made in one lump sum amount on the first pay period following July 1st of each year.

ARTICLE 16 COURT TIME/CALL-IN/STAND-BY TIME

Section 16.1

Whenever an employee who has worked a night shift, and who, on the morning on which such a shift ends, is required to appear on off-duty time before any official court or before the Prosecutor for pretrial conference on matters pertaining to or arising from the employee's official duties, the employee shall receive a minimum of four (4) hours pay at the overtime rate for such

appearances which shall begin at the end of the employee's shift. If the employee must stay longer than the four (4) hours, then the Employer will pay at the rate of one and one-half time the hourly rate.

For all other employees (that is, those who are not working a night shift) who are required to appear before any official court or before the Prosecutor for pretrial conference on matters pertaining to or arising from the employee's official duties, the employee shall receive three (3) hours of overtime at the overtime rate.

Employer agrees to reimburse employees for parking expense for Court appearances for actual cost incurred, but not more than fifteen dollars (\$15.00) per appearance.

Section 16.2

Whenever an employee is called in at a time outside of their regularly scheduled shift, the employee shall receive a minimum of two hours show up time at the rate of overtime.

An exception to the above, is when a member is requested to report for duty preceding their regularly scheduled shift starting time. The member will receive a minimum of one hour at the overtime rate.

Section 16.3

Any employee who is designated by the Chief of Police or designee as being on on-call status, is required to remain on the employer's premises, is their home or other specific location to await a call when needed, or is otherwise required to be available to coordinate response to events is considered as being unable to use the time effectively for their own purpose. For every calendar day in an on call status, employee shall receive one (1) hour of compensatory time.

Unless designated as above, the carrying of a cell phone and/or responding to a text, email, or cell phone does not constitute an "on call" status. No disciplinary action may be taken for failure to respond -when not in "on call" status.

ARTICLE 17 INSURANCES

The Employer shall make available to all bargaining unit employees' comprehensive major medical/hospitalization health care through a high deductible health plan with the Employer paying a percentage of the premium costs depending on the level of coverage and contribution rate, as selected by the employee. The Employer will also provide a dental insurance plan, in effect as of the effective date of this Agreement.

If it becomes necessary to change carriers, or to change to an insurance pool arrangement, and such change would affect the benefits under the plans, the employer agrees to meet with the members of the Union prior to implementing.

During the term of this agreement, the Employer will maintain the same quality of health care coverage at no increase of percentage cost to the employees. Depending upon the medical coverage option selected by the employee, the employee's contribution can range from 0% to 30% of the total premium expense.

The employee's contribution shall be 20% of the total cost of the program for Dental, Vision and Prescription coverage for the duration of this agreement.

To the extent that the deposit will not exceed the federal maximum for HSA contributions, on the first business day of plan year, the Employer, the Employer shall make a deposit into the participating employee's Health Savings Account (HSA) based on the following participation:

Employee Only Plan= Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from \$250 to \$3,000

Employee + Child Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from \$500 to \$6,000

Employee + Spouse Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from \$500 to \$6,000

Family Plan = Depending upon the employee plan selection and employee contribution level: Deposit amount may vary from \$500 to \$6,000

HSA deposits will be prorated in the year of hire based on the effective date of hire. If the annual increase in premium exceeds 10%, the parties agree to reopen negotiations to discuss only Article 17 for the purpose of cost sharing the excess premiums.

The employer shall provide a \$50,000 group life insurance policy to all bargaining unit employees at no cost to the employee.

ARTICLE 18 HOLIDAYS/PERSONAL LEAVE

Section 18.1

The Employer shall recognize each of the following days as a paid holiday:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

An employee, while on any unpaid leave of absence will not receive holiday pay compensation.

Section 18.2

If an employee is scheduled to, and works, on a Holiday listed in Section 18.1, that employee shall be paid at a rate equal to one and one half (1 1/2) times their regular rate of pay for all hours worked. This is in addition to their regular Holiday Pay.

Section 18.3

Holiday pay is equal to the actual hours worked at the employee's regular rate of pay.

Section 18.4

Employees will be granted two (2) personal days annually. Unused personal days as of December 31st shall be forfeited.

ARTICLE 19 VACATIONS

Section 19.1

Employees shall earn vacation leave according to their number of years of full-time service with governments from Ohio, Indiana, and Kentucky and shall be accrued each pay period as follows:

- A. Zero (0) through 1,825 calendar days - 80.0 hours (or its equivalent), computed 3.1 hours per pay period.
- B. 1,826 through 3,650 calendar days - 120 hours (or its equivalent), computed 4.6 hours per pay period.
- C. 3,651 calendar days through 5,475 calendar days - 144 hours (or its equivalent), computed 5.54 hours per pay period.
- D. 5,476 through 9,135 calendar days - 176 hours (or its equivalent) , computed 6.77 hours per pay period.
- E. 9,136 or more calendar days - 200 hours (or its equivalent), computed 7.7 hours per pay period.

Section 19.2

Vacation credit accrues while on vacation, military leave, and sick time. No vacation credit is earned while an employee is in no pay status other than military leave. Pro- rated vacation credit

is given for any part of a pay period.

Section 19.3

Vacation requests shall be honored on the basis of the employee's seniority, subject to the following:

- A. Vacations are scheduled and approved in accordance with the workload requirements of the Police Chief;
- B. Once an employee has designated their vacation time off and it has been approved, no other employee can bump that employee to another time; and
- C. Once an employee has picked their date of vacation, they may change to another provided that they notify the employer one week in advance of the change.

Section 19.4

- A. Employees may carry over the equivalent of one year's accrual into the next vacation year, but at no time shall accumulate more than two year's vacation time.
- B. Once per year, employees shall have the right to convert to cash up to a total of eighty (80) hours of accrued vacation at the employee's hourly rate in effect at the time of the conversion. An employee desiring to convert vacation must give written notice to the employer prior to November 1. Payment will be by way of a separate check.
- C. Vacation hours in excess of two year's vacation time accrual shall be forfeited.

Section 19.5

Any employee who separates from the service shall be paid for any earned but unused vacation leave for which they are eligible.

Section 19.6

Any employee hospitalized while on vacation shall, upon request and upon submission of sufficient evidence of the hospitalization, be entitled to change their status to sick leave for all days hospitalized and any subsequent days necessary for recovery. Upon submission of the request with verification of hospitalization, any vacation charged to the employee for the duration of the illness shall be restored to their credit.

ARTICLE 20 SICK LEAVE

Section 20.1

Employees shall accrue sick leave credit at the rate of 4.6 hours for each eighty (80) hours of regular hours worked, or while in active pay status, including paid vacation and sick leave. Sick leave credit shall not accrue during any period of unpaid leave or layoff. Advance use of sick leave shall not be granted. Sick leave may be accumulated without limit.

Section 20.2

Sick leave shall be granted to an employee, upon approval of the Police Chief, for the following reasons:

1. Illness, injury or pregnancy related conditions of the employee;
2. Examination of the employee, including medical, psychological, dental or optical examination, by an appropriate practitioner, when such an examination cannot be scheduled during non-work hours;
3. Death of a member of the employee's immediate family. Such usage shall be limited to a reasonably necessary time, not to exceed seven (7) calendar days. One of the days must be the date of the funeral if the employee is scheduled to work on the day of the funeral;
4. Illness, injury or pregnancy related condition of a member of the employee's immediate family where the employee's presence is necessary for the health and welfare of the affected family member; or
5. Examination, including medical, psychological, dental or optical examination of a member of the employee's immediate family by an appropriate practitioner where the employee's presence is necessary.

For the purpose of this Article, the definition of immediate family shall be: mother, step-mother, father, step-father, son, step-son, daughter, step-daughter, brother, step- brother, sister, step-sister, spouse, grandparent, grandchild or any in-law or a legal guardian.

Section 20.3

Sick leave usage, when approved, shall be charged in minimum units of one-hour increments. In order to receive pay for sick leave usage, an employee must comply with all departmental rules and regulations governing application of use. Falsification of an application for sick leave or a practitioner's statement shall be grounds for disciplinary action.

Section 20.4

- A. The employer agrees to apply the provisions of the Family and Medical Leave Act Policy (FMLA) as approved by the Township Trustees, to all employees in the Bargaining Unit.

- B. An employee taking leave to which they are entitled under the FMLA shall exhaust available paid leaves earned under this Agreement during FMLA leave. Any sick leave of more than five (5) consecutive days may be charged against FMLA leave, if FMLA leave is approved.
- C. Failure to return to work at the end of FMLA leave will be considered an abandonment of the employee's position and the employee shall have no right to grieve the job loss.

Section 20.5

Any unused sick leave at the time of the employee's retirement or death shall be paid according to the following schedule:

For a full-time employee with tenure of at least five (5) years, they shall be paid in cash 1/ 4 of the value of the accrued, but unused sick leave credit. The maximum number of unused sick leave hours which may be accumulated is 1,440. The maximum number of hours which can therefore be paid out to the employee is 360 hours pay. Payment shall be based upon the Employee's rate of pay at the time of retirement.

An Employee who suffers a line of duty death shall have their estate be paid all accrued and unused sick time on the books at the time of their death this payment will be made directly to the Employee's bank account during the course of regular payroll.

Section 20.6

All Employees of the bargaining unit shall be eligible for donated time benefits, to relieve hardship resulting from extended illness or injury off duty. The donation and use of sick leave hours shall be subject to the Donation of Sick Leave policy adopted by the employer.

ARTICLE 21 UNIFORMS AND EQUIPMENT

Section 21.1

Upon hire, the Employer shall supply at no cost to the employee all uniforms and equipment required by the Employer, excluding socks and underwear, in quantities specified by the Employer. Additionally, the Employer shall furnish firearms, ammo, leather goods to all employees covered under this Agreement.

The Employer will also supply the necessary uniform and equipment for officer's assigned to a position that utilizes a uniform appearance that is different from the Employer's "patrol" uniform. Examples include, and are not limited to the following alternate uniforms: Canine, Bike Patrol, Investigations. Employer will also provide a bullet resistant vest to all employees and replace as needed, as determined by the Police Chief or their designee. The Employer shall replace uniforms

and equipment damaged during an event, in the course of the Employee's duty.

Section 21.2

Employees shall be responsible for maintenance and replacement of all uniform, equipment, and clothing items not specifically supplied and replaced by the Employer under Section 21.1 of this Agreement. Employees who have completed one (1) year of service with the Employer shall receive \$1,000 annually for the purposes of maintaining or replacing all uniforms, equipment and clothing items which are necessary to perform the Employee's assignment-specific duties.

Employees who are eligible to receive the "uniform and equipment allowance" will be paid the agreed upon allowance by February 1st of each new calendar year. Employees who complete probation after the February 1st issuance date, shall receive a prorated "allowance," based on the annual allowance and the one-year anniversary date of the Employees full-time hire.

Section 21.3

All uniforms and equipment issued by the Employer are the property of the Employer and shall, upon termination of employment of an employee, be returned to the Employer in condition issued, allowing for reasonable wear and tear, prior to the issuance of any final compensation to the employee. Any item issued which is lost by an employee shall either be replaced or paid for at current market value by the employee, at the option of the Employer.

Section 21.4

Equipment and other items not issued or required by the Employer may not be utilized or worn without the permission of the Police Chief.

Section 21.5

When an employee supplies evidence that their personal property sustained damage while performing the duties of their assigned work, or on off-duty details approved by the Police Chief, provided such damage was not the result of horseplay, willful misuse, or negligence on the part of the employee, the Employer shall reimburse the employee for the cost of necessary repair or replacement up to a maximum of two hundred dollars per year, but no more than fifty dollars for any, watch or jewelry items. The employee shall present the damaged items to the Employer for inspection prior to the repair or replacement of said property. The Employer has the option to replace or repair of said property_ Any court ordered restitution received by an employee as compensation for damage to this personal property shall be remitted to the Employer up to the amount the Employer has paid.

ARTICLE 22 EXPENSES

Section 22.1

When an employee's duty requires him to travel on Police Department business, the Police Chief may provide a vehicle for transportation or permit the employee to be reimbursed for the use of their personal motor vehicle at a rate most recently approved by the Board of Township Trustees for reimbursement of Township officials.

Section 22.2

When an employee, while acting on behalf of the Employer, must park in a commercial parking facility, the Employer shall reimburse the employee for parking expenses, up to fifteen dollars (\$15.00) per day, with proof of said receipt.

Section 22.3

When an employee is required to attend training or travel on Police Department business authorized by the Police Chief, the Employer shall pay all necessary, reasonable, authorized and approved expenses incident to such training and travel inclusive of required meals, lodging, parking, and fees. Training expenses for the overnight stays shall be approved in advance by the Chief of Police utilizing the Township's travel and training form. Expenses that are not pre-approved may be required to be repaid by the employee if the State Auditor issues a finding for non-use of travel and training form.

Section 22.4

All required and authorized training shall be counted as time worked. On multiple day training sessions where the employee has been authorized by the Employer to remain at or near the training site overnight, the days in training which do not require travel to the site from Hamilton County or to Hamilton County from the site shall be counted as regular work days.

ARTICLE 23 LEAVES OF ABSENCE

Section 23.1 - Leave Without Pay

Employees may be granted the following types of unpaid leaves of absence:

A. Disability Leave

A physically or mentally incapacitated employee who has completed their probationary period may request a disability leave. A disability leave for a period not to exceed one year may be granted when the disability continues beyond the accumulated sick leave rights provided the employee furnishes satisfactory medical proof of such disability along with their written request;

and is:

1. Hospitalized or institutionalized;
2. On a period of convalescence after being hospitalized, institutionalized, or;
3. Declared incapacitated for the performance of the duties of their position by a licensed physician. It is the employee's responsibility to request a disability leave when the employee's sick leave has expired.

B. Employer Required Disability Leave

The Employer may require an employee to be examined by a licensed physician selected by the employee, from a list of three submitted by the Employer, at the Employer's expense. An employee found to be unable to physically perform the substantial duties of their position shall be placed on Disability Leave as described in Section 21.1 A. Employer required disability leave may be appealed through the grievance and arbitration procedures.

C. Leave of Absence

The Police Chief may grant a leave of absence without pay to any employee for a maximum duration of six months for any personal reason of the employee. Such a leave may not be renewed or extended beyond a total accumulated period of six months in any one calendar year without the approval of the Board of Trustees.

1. The authorization of a leave of absence without pay is a matter of administrative discretion. The Police Chief will decide in each case if a leave of absence is to be granted.
2. The granting of any leave of absence is subject to approval of the Police Chief. Except for emergencies, employees will make request to the Police Chief sixty (60) days prior to commencement of the desired leave so that the various agency functions may proceed properly.
3. Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied, or to a similar position if the employee's former position no longer exists.
4. An employee may return to work before the scheduled expiration of leave as requested by the employee and agreed to by the Police Chief. If the employee fails to return to work at the expiration of approved leave of absence, such employee shall be removed from their position, unless extenuating circumstances arise. During this time, the employee shall not receive seniority time for the period of the leave.
5. Leaves of absence which are for any purpose covered by the Family and Medical Leave

Act shall be governed by the Township's FMLA policy.

Section 23.2 - Leave with Pay

Employees may be granted the following types of paid leave of absences:

A. Court Leave

The Employer shall grant full pay where an employee is summoned for jury duty or subpoenaed as a witness for a proceeding outside the scope of their employment.

All compensation from the Court or subpoenaing party shall be reimbursed to the department. An employee released from jury or witness duty prior to the end of their scheduled work day shall report to work for the remaining hours.

The Employer shall not be required to pay employees when they are appearing in court for criminal or civil cases being heard in connection with the employee's personal matters or in matters wherein the employee or the Union is a plaintiff in a case against the Township or any Township officials or employees. These absences would be leave without pay, compensatory time, personal leave or vacation at the discretion of the employee. An employee shall request prior approval for court leave, in order for such leave to be granted.

B. Military Leave

Bargaining unit employees are entitled to leave and/or benefits as described in State and Federal law.

ARTICLE 24 SEVERABILITY

Section 24.1

This agreement supersedes and replaces all applicable state and local laws which it has the authority to supersede and replace. Where this Agreement is silent, the provisions of applicable law shall prevail. If a court of competent jurisdiction finds any provision of this Agreement to be contrary to any applicable statute, such provision shall be of no further force and effect, but the remainder of the Agreement shall remain in full force and effect.

Section 24.2

The parties agree that should any provisions of this Agreement be found to be invalid, by a court or agency of proper jurisdiction, they will schedule a meeting within thirty (30) calendar days at a mutually agreeable time to negotiate alternative language on the same subject matter.

ARTICLE 25 WAIVER IN CASE OF EMERGENCY

Section 25.1

In cases of emergency declared by the President of the United States, the Governor of the State of Ohio, the Sheriff or the Federal or State Legislature, such acts of God or civil disorder, the following conditions of this Agreement may be temporarily suspended by the Employer:

- A. Time limits for the processing of grievances; and
- B. All work rules and/or agreements and practices relating to the assignment of employees.

Section 25.2

Upon the termination of the emergency should valid grievances exist, they shall be processed in accordance with the provisions outlined in the grievance procedure of the Agreement and shall proceed from the point in the grievance procedure to which they, the grievance(s), had properly progressed, prior to the emergency.

ARTICLE 26 POLICE PROFESSIONAL LIABILITY INSURANCE

Section 26.1

The Police Professional Liability Insurance shall be maintained at current levels by the Board of Township Trustees. Any increase of cost will be covered by the Township Trustees.

ARTICLE 27 DURATION

Section 27.1

This agreement shall be effective 12:00 A.M. January 1, 2024, and shall remain in full force and effect through midnight December 31, 2026.

Section 27.2

If either party desires to modify or amend this Agreement, it shall give written notice of such intent no earlier than one hundred-twenty (120) calendar days prior to the expiration, or no later than ninety (90) calendar days prior to the expiration date of this Agreement. Such notice shall be by certified mail with return receipt requested. The parties shall commence negotiations within two weeks upon receiving notice of intent.

Section 27.3

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right to make demands and proposals on any subject matter not removed by law

from the area of collective bargaining, and that the entire understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The provisions of this Agreement constitute the entire agreement between the Employer and the Union and all prior agreements, practices and policies, either oral or written, are hereby canceled. Therefore, both parties, for the life of this Agreement, voluntarily and unequivocally waive the right, and each agrees that the other shall not be obligated to bargain collectively or individually with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge of either or both parties at the time they negotiated or signed this agreement.

ARTICLE 28 MEDICAL/PHYSICAL EXAMINATION

Section 28.1 Physical Examination

The Board of Trustees will provide each employee with a complete physical or biometric screening (every 2 years if under 40 years of age and yearly if over 40 years of age). The physical will be conducted by a physician of the Township's choosing.

Section 28.2 Physical Fitness Training

- A. Participation in the Colerain Township Police Department's Physical Fitness Testing Program shall be completely voluntary. An officer's decision not to participate or fail to meet the standards set in accordance with subsection "C" below shall not result in discipline nor be held against the officer in any assignment or promotional process.
- B. The components of the test shall be the completion of the department developed obstacle course. This obstacle course is comprised, but not limited to, the following obstacles: vehicle push, wall scale, stair climb and descent, sit-ups, window entry, push-ups, dummy drag, gun dry fire simulation, and jog/run between obstacles.
- C. The Chief of Police reserves the sole right and discretion to: (a) establish different physical fitness tests as an option to the current test, provided that the current test is maintained (if optional tests are established, employees may elect to participate in either the current test or an optional test); and (b) assign the personnel in charge of determining pass/fail of the physical fitness tests.
- D. Employees who pass two (2) physical fitness tests given at separate times in the same calendar year (projected test times as April/May and September/October) shall receive a lump sum payment equivalent to one percent (1%) of their annual base salary, less applicable deductions, in the first pay period in December. The employee must be employed by Colerain Township Police Department at the time of the payment in order to qualify for the payment.

Section 28.3 Alcohol/Drug Testing

- A. It is the policy of the Colerain Township Police Department that the public and all Township employees have the absolute right to expect persons employed by the Police Department will be free from the effects of drugs and alcohol. The Township, as the Employer, has the right to expect its Employees to report to work fit and able for duty and to set a positive example for the community and the organization. The goals of this policy shall be achieved in such a manner as not to violate any Employee's administrative or constitutional rights.
- B. All Employees shall be subject to random drug testing on an annual basis through a computer-generated process of selecting individuals. Employees will have an equal chance of being tested each time selections are made. Dates for testing shall be unannounced and spread throughout the calendar year.

Any bargaining unit employee who has been ordered to undergo a random drug test may, upon timely request, be accompanied to the testing site by a coworker of their choice. No test will be delayed due to the tardiness of the employee's coworker.

- C. Alcohol/drug screening/testing shall be conducted as part of the pre-employment testing process for full-time employees. Testing under this section shall not be considered the random test for an employee. The Township may require any individual who is within seven (7) days of completing their probationary period to be tested under this section.
- D. The Employer may also test Employees for drug or alcohol when it has a reasonable suspicion to suspect the use of drugs or alcohol. If reasonable suspicion testing occurs, it will not be considered an Employees random test and the Employee will still be subject to selection for random testing. The tests must be completed at least three (3) months apart.

Reasonable suspicion that an Employee used or is using drugs or alcohol in an unlawful manner may be based upon but not limited to:

- a. Observable phenomena, such as direct observation or drug of alcohol use or possession and/or the physical symptoms of being under the influence of a drug or alcohol;
- b. A pattern of abnormal conduct or erratic behavior;
- c. Arrest or conviction for a drug or alcohol-related offense, or the identification of an Employee as the focus of a criminal investigation into illegal drug or alcohol possession, use or trafficking;
- d. Information provided either by reliable and credible sources or independently

corroborated;

- e. Evidence that an Employee may have tampered with a previous drug test; and
 - f. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice.
- E. Drug/Alcohol testing shall be ordered by the Employer. The testing shall be conducted solely for administrative purposes. Results obtained shall be held in complete confidence and shall not be used in criminal proceedings against the affected employee. The parties agree that the Employer will respond if test results are subpoenaed or requested through other legal discovery. This procedure shall not preclude the Employer from other administrative actions, but action shall be based solely upon the initial testing alone. The maximum accepted tolerance for alcohol will be .04.
- F. All drug screening tests shall be conducted by medical laboratories meeting the standards of the National Institute of Drug Abuse and the National Institute of Health. No test shall be considered positive until it has been confirmed by a gas chromatography/mass spectrometry full scan test. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody. All samples collected shall be contained in two (2) separate containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this article. A Medical Review Officer shall review all confirmed positive results from the laboratory.
- G. Alcohol testing shall be done in accordance with the law of the State of Ohio to detect drivers operating a motor vehicle under the influence.
- H. The results of the testing shall be delivered to the Employer and the tested Employee. An Employee whose confirmatory test results are positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The Employee shall provide a signed release for disclosure of the testing results to the Employer only. A representative for the Bargaining Unit shall have a right of access to the results upon request to the Employer, with that Employee's written consent. Refusal to submit to the testing provided for under this Agreement shall be grounds for discipline, up to and including termination.
- I. If a drug-screening test is positive, a confirmatory test shall be conducted utilizing the samples collected in the manner prescribed above. If any confirmation drug test results are positive, the employee is entitled to have the split sample tested by another DHHS-certified lab in the manner prescribed above at the employee's expense. The employee must request the split sample test within seventy-two (72) hours of being notified of a positive result. The results of this test, whether positive or negative, shall be

determinative. A list of three (3) testing laboratories shall be maintained by the Employer. These laboratories shall conduct any testing directed by the Employer.

- J. After the testing required above has produced a positive result, the Employee shall be permitted to participate in any rehabilitation or detoxification program covered by insurance, or of the Employee's choice. Any discipline allowed by the positive findings provided for above shall be deferred pending successful rehabilitation of the Employee within a reasonable period. An Employee who participates in a rehabilitation or detoxification program shall be placed on medical leave of absence for the period of the rehabilitation or detoxification program, utilizing sick time and vacation leave for the period of the rehabilitation or detoxification program. If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon satisfactory completion of such program, as verified in writing by the treatment facility and upon receiving results from a retesting demonstrating that the Employee is no longer abusing a controlled substance, the Employee shall resume full duties at a like-position to the one held by the employee prior to the medical leave. Such Employee may be subject to random testing upon return to work for a period of two (2) years from the date of return to work. Any Employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, should it be necessary for the Employee to be placed on medical leave without pay, for a period not to exceed twelve (12) weeks.
- K. If the Employee refuses to undergo rehabilitation or detoxification or if the tests are positive during a re-testing return to work for such a program, the Employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.
- L. If an employee has not voluntarily submitted to a program of rehabilitation under this article, or tests positive for the use of illegal drugs or if the employee tests positive at any time within one (1) year after their return to work upon completion of a program, such employee shall be subject to disciplinary action, including removal from the Employee's position and termination of employment.

The term "drug" includes all controlled substances as defined in the Ohio Revised Code. The term "illegal drugs" includes any controlled substance that has not been legally prescribed and/or dispensed, or the abusive use of a legally prescribed drug.

- M. Costs of all drug screening tests, and confirmatory tests shall be borne by the Employer except that any tests initiated at the request of the Employee shall be at the Employee's expense.
- N. Any member may voluntarily present themselves as an alcohol abuser, or a person with tendencies toward drug abuse and volunteer for rehabilitation or detoxification or any other relevant/applicable Employee assistance without fear of punitive action.

- O. The provisions of this Article shall not require the Employer to offer a rehabilitation or detoxification program to any Employee more than once.
- P. All employees are required to notify the Chief of Police when reporting for duty while under a course of treatment that includes prescription medication that is a controlled substance so that a review of the employee's essential job functions and the impact, if any, of those prescription medication can be made. Such information shall be considered confidential medical treatment records and not subject to disclosure except to a Medical Review Officer who shall evaluate the employee's ability to safely perform the essential functions of their position in light of the prescription medication. In lieu of review by a Medical Review Officer, the employee may have their personal physician provide a written certification verifying that the employee's use of the prescription medication that is a controlled substance does not affect the employee's fitness for duty. Said certification shall only be valid where the physician's certification states the physician has reviewed the employee's position description, identifies the prescribed medication, and contains a statement by the physician that the employee's fitness for duty is not affected by the use of the identified prescribed medication.
- Q. Drug testing levels are applicable to all testing situations, except for those where an employee has been taking legally prescribed medications and conforming to the prescribed dosage regimen. Any employee who tests the NIDA established levels as a result of a legally prescribed medication shall not be considered to have tested positive under this article if the level reflects the dosage regimen. However, where the level is above the NIDA level and inconsistent with the dosage schedule, the employee shall be considered to having tested positive.

ARTICLE 29 NO STRIKE/NO LOCKOUTS

SECTION 29.1

The Union and the Employees agree that there shall be no strikes of any kind. The term "strike", shall have the same definition for purposes of this agreement as contained in 4117.01 H of the O.R.C. and include any effort to use sick leave for the purpose of withholding services. Any employee who is absent from work without permission, or abstains from performance of their or her assigned duties in a normal manner without permission, shall be presumed to have engaged in such a strike. In the event that any employee is engaged in any violation of this article, the Union shall, upon notification by management, immediately order such employees to resume normal work activities and shall publicly denounce any violation of this article.

The Union, its officers, agents, representatives, members and all other Employees covered by this Agreement shall not, in any way, authorize, assert, encourage, participate in, sanction, ratify, condone, or lend support to any strike. Any strike of the employees entered into, or any strike called for by the Union, shall constitute a breach of this agreement and shall abrogate the

obligations of Township under this agreement. In law the Township shall have the right to impose discipline up to and including discharge for any employee who authorizes, condones, or lend support to any strike. In the event of a strike, Union officers and representatives will continue to carry out their duties as employees and will take positive action to bring the strike to an end.

During the life of this agreement, the employer shall not cause, permit or engage in any lock out of the bargaining unit employees.

ARTICLE 30 MID-TERM BARGAINING

Section 30.1

Subject to the specific rights retained by the Employer in this Agreement, the Employer recognizes its legal obligation under ORC chapter 4117 to bargain with the FOP prior to implementation of any changes in wages, hours, or other terms and conditions of employment applicable to members of the bargaining unit. Prior to implementing new or changed work rules, policies, or other changes that materially affect wages, hours, or terms or conditions of employment of bargaining unit employees, the Employer will notify the Union seven (7) calendar days in advance of the effective date of implementations. If the Union requests to bargain over such a change within the notice period, the Employer and the Union will negotiate in good faith. If the Union does not request to bargain within seven (7) calendar days after the notice of change is given, objections to the proposal in the notice are waived, including any right to file a grievance or unfair labor practice. If the Employer and the Union bargain to impasse, the parties may submit the issues to fact finding and conciliation in accordance with the O.R.C. Sec. 4117.14. However, if the change is not a topic of bargaining under ORC Chapter 4117 or in the case if the change is necessary due to exigent circumstances of the State or Federal directive or regulation, the Employer is not required to give the seven (7) calendar day notice or to bargain over the implementation of the change; however, the Employer may elect to do so if time permits without waving its rights.

If the Union desires to bargain as described above, the Contract shall be opened only for negotiations of matters relating to the subject of the Notice of Change, and no other.

Section 30.2

Whenever practical, the Employer agrees to notify the Union in advance of any changes in the employment relationship that may affect the FOP or its members through the labor-management committee. The notification is not to constitute an abridgment of management's rights to make changes that it deems necessary.

Decisions to change policy and procedures that do not directly affect wages, hours, and other terms and conditions of employment are not subject to the grievance procedure.

ARTICLE 31 SUBCONTRACTING

Section 31.1

The Employer shall not subcontract any police services to or for the Township currently performed by members of The Union during the life of this agreement.

Section 31.2

Subcontracting does not preclude the Employer from entering into "Shared Services" agreements with other political subdivisions or law enforcement agencies to share police related assets and/or resources.

ARTICLE 32 CRITICAL INCIDENT SUPPORT

Section 32.1 Critical Incident Peer Support.

In the event of a critical incident, the Chief of Police shall notify either the internal Colerain Township Police Department Peer Support Team or activate the Tri-state Peer Support Group as soon as practical. The internal Peer Support Team will be activated by notifying the Peer Support Team Lead and Tri-state Peer Support Group will be activated through Hamilton County Communications Center.

A. Critical Incident definition

A critical incident is defined as any unanticipated event or group of events, which can overwhelm the usual coping skills of an individual or group.

B. Activation:

Critical Incident Peer Support will be contacted and asked to respond for the following situations:

1. Any officer related shooting involving a member of the bargaining unit (with the exception of the killing of an animal) whether or not officers returned fire;
2. Any hostage situation;
3. A serious physical assault upon a law enforcement officer or a natural disaster;
4. Any incident involving multiple fatalities;
5. The suicide of any member of the police department;
6. Any other time deemed necessary by any member or the chief or his designee (e.g., an incident involving the death of a child or several incidents within a

short period of time which may overwhelm employees, etc.).

ARTICLE 33 FIT FOR DUTY EXAMINATIONS

Section 33.1. The Employer may require that an employee take a medical/fit for duty examination/functional capacity exam if it has a reason to believe the employee's ability to perform the essential duties of their positions is in doubt. An examination will not be mandated to supplant disciplinary action.

Section 33.2. While the employee is waiting to be scheduled by the employer for the examination, the employee shall be placed on paid administrative leave and shall remain on such status until a final determination is made. While on administrative leave, the employee shall be placed on a M-F, 0800 to 1600 schedule. During these hours, the employee must be available to respond to the Township or appointment scheduled by the Township within two (2) hours of notification up to once a day. Likewise, during these hours the employee is expected to only engage in behaviors that would reflect favorably on the Township.

Section 33.3. The examination shall be conducted by a licensed physician (for physical consideration) or Psychologist/Psychiatrist (for mental consideration) in good standing and qualified with respect to the subject matter to determine the employee's physical or mental capability to perform the essential duties of the employee's position. The cost of such examination shall be paid by the employer.

Section 33.4. If the employee disagrees with the determination of the examination arranged for by the Township, the employee may be examined by a physician or Psychologist/Psychiatrist in good standing and qualified with respect to the subject matter at the employee's expense. At the time of the Employee's appeal he or she will be removed from paid administrative leave and placed on sick leave.

Section 33.5. Should the two reports conflict, the employee shall be returned to paid administrative leave and a third opinion shall be rendered by a neutral physician or Psychologist/Psychiatrist chosen by the FOP Staff Representative and Township. The FOP shall submit up to three (3) names, the Township shall submit up to three (3) names, and the medical director for the fire department will submit one (1) name. All names will be submitted within ten (10) calendar days. The parties shall alternatively strike the names of the doctors until only one (1) name remains. The striking of names shall occur within five (5) calendar days of the finalization of the list of doctors. The person whose name remains shall be the doctor for the final fit for duty examination.

Section 33.6. If the employee is found not qualified due to illness or disabling condition, the employee shall be placed on sick leave, leave without pay or disability separation.

Section 33.7. Reinstatement: Reinstatement rights upon granting of disability leave extend for three (3) years if the employee receives no State of Ohio benefit and for five (5) years if the

employee receives a State of Ohio benefit. Upon reinstatement from a disability leave, an employee will be returned to the same or similar position.

Section 33.8. Reinstatement Procedures: An employee who has been granted a disability leave may make a written application to be reinstated and must successfully pass a medical examination showing full qualifications to perform the duties of the position. This examination will be made promptly and scheduled within thirty (30) days of making application barring any exigent circumstances. This examination will be paid for by the Township. An employee who passes the medical examination showing full qualifications to perform the duties of the position shall be returned to work within ten (10) days of notification.

Section 33.9. Disability Separation/Retirement: An employee whose disability prevents reinstatement from disability leave may wish to apply to the Public Employees Retirement System (PERS) for a disability retirement. Should a disability retirement be approved, such a separation from township service will be properly reported to the appointing authority.

Section 33.10. Failure to Return: An employee who does not return from disability leave, and who does not take a disability retirement, or formally resign, will be terminated at the end of the approved leave by means of a personnel action designated as "failure to return from disability leave."

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____ day of December, 2023.

FOR THE BOARD OF TRUSTEES

Jeff Weckbach, Township Administrator

Scott Sollmann, Township Law Director

FOR THE FOP, OHIO LABOR COUNCIL

Negotiation Team

Negotiation Team

Negotiation Team

Rob Merkle
Attorney, FOP, OLC

CONSENT ITEMS

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

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

Contract - Silco - Sally Port Camera Repairs - \$1,120
Recommend approval of all consent items.

Rationale:
The attached contract is for repairs to the cameras in the sally port of the police station. The repairs and contract are for \$1,120.



10200 Reading Road Cincinnati Ohio 45241

PHONE: (513-733-5655) Cell (513-312-9727)

Email: tcrotty@silcofs.com

Website: www.silcofs.com

CONTACT: Robert Shepherd

DATE: November 20, 2023

COMPANY: Colerain Township

ADDRESS: 4200 Springdale Road Cincinnati Ohio 45251

PHONE: 513-923-5007

email: rshepherd@colerain.org

Bid Proposal is as follows:

Sally Port Camer Wiring

- 1 – Run new camera cable from recorder to sallyport camera
- 1 – Programming
- 1—Necessary Cat 6 cable
- 1—Installation Labor

Total: \$1,120.00

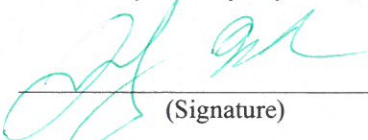
Customer is tax exempt

Terms & Conditions

1. Payment Terms:
 - 50% down payment with order (Must be received before equipment is ordered)
 - 50% upon completion (Must be received before final test)
2. The quoted price is valid for 60 days and **does not include** tax and permit cost. Silco will provide design, submittal package, permitting, installation, project management, testing and final acceptance testing with the local authority having jurisdiction. The quoted price does not include premium time installation (outside of Silco's normal business hours) or union / prevailing wage labor.
3. For water-based fire protection systems, it is the customer's responsibility to consult with their engineer/architect, insurance company, fire department, and any other Authority Having Jurisdiction to confirm the occupancy and commodity storage classification Silco has been requested to design to is correct and meets their design requirements.
4. Silco will provide a pre-installation meeting on site to review installation procedures, schedules, safety issues or other items as needed. This proposal is based on Silco technicians having complete access to the facility. If sufficient access is not available, Silco will inform the customer and an alternate plan will be established.
5. The control panels will need a dedicated 120VAC circuit (customer responsibility). Interlocks, fan shutdown and/or damper activation circuits (if applicable), monitoring and other auxiliary functions are not included in the quoted price. Silco will provide dry contacts located inside the control panel for interlocks.
6. For total flood clean agent fire suppression systems, sealing of room is critically important; it must be sealed well enough to hold the required agent concentration for a specified period of time. The quoted price does not include sealing of the hazard (sealing/caulking penetrations, door closers, door sweeps, etc.). One "Door Fan Room Integrity Test" is included to verify if the room is sufficiently sealed to meet fire code requirements.
7. If the system is to be monitored by Silco's Monitoring Center, then Silco's annual monitoring agreement will be required. The customer needs to provide a contact call out list including contact names and phone numbers. If phone lines are going to be used for monitoring, they need to be POTS phone lines (not VOIP). Customer is required to install RJ31X jack(s) upstream from any phone system in compliance with NFPA 72 and extend phone line(s) from DMARC to the fire alarm communicator location.

8. Shipment of equipment can be made in approximately 30 days within receipt of order. Silco cannot guarantee the delivery date of the equipment. We are subject to our supplier's inventory and stock. In order to process the equipment order and installation, the down payment is needed as soon as possible.
9. Installation will start upon approval of plans by authority having jurisdiction. Silco will notify the customer when permit has been issued.
10. Revisions to original approved design will be billed separately, including any AHJ required changes.
11. Upon completion, Customer is responsible for verifying the work completely fulfilled the scope of work and for notifying Silco in writing of any additional items believed to be needed to fulfill the scope. Customer acknowledges that all system configuration and policy decisions are solely those of Customer and that Customer is solely responsible for the administration of the system, including inspection, testing, and maintenance.
12. Silco warrants that in the event any equipment installed by Silco becomes defective within 90 days from the date of installation, Silco shall replace or repair the defective equipment without charge to the customer. REPAIR AND REPLACEMENT AS STATED HEREIN IS THE SOLE AND EXCLUSIVE REMEDY. For this warranty to remain valid, the customer must complete the inspections, testing, and maintenance required by the manufacturer and NFPA. For Ansul clean agent fire suppression systems, see Ansul's terms and conditions regarding Ansul's Environmental and Evergreen Warranties.
13. LIMITATIONS OF LIABILITY: Silco is not an insurer. The amounts payable to Silco are based upon the value of the services and the scope of liability herein and are unrelated to the value of the Customer's property or property of others located in the premises. No suit or action shall be brought against Silco more than one (1) year after the accrual of the cause of action. In case of any claim or loss, Customer and Silco mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof. If Silco is found negligent or otherwise liable for any goods sold and/or work performed, then Silco's liability shall be limited to a maximum of \$10,000, and this liability shall be exclusive; upon request and with payment of an additional fee this maximum liability can be increased, and the increased limit will be set forth in a letter provided by Silco. Silco shall not be liable for any claims for any improper and/or imperfect performance based on the failure of any system to function effectively due to causes beyond the control of Silco, such as wear and tear, tampering, changes to the protected areas, failure of Customer to authorize modifications or repairs or conduct required or recommended inspection/testing/maintenance, intentional and/or violent acts of third parties against Customer's employees, students, or others on the premises, and faulty design/installation by others.
14. WARNING & ADDITIONAL LIMITATION OF LIABILITY: All Fire Suppression Systems create noise prior to and during a system discharge. Recent incidents have found certain computer equipment, including hard drives, may be sensitive to noise, and in some cases has resulted in data loss/corruption and/or physical hard drive damage. For more information see the section titled Protection of Spaces Containing Hard Drives at www.silcofs.com/terms. Silco shall have no liability for damages caused by noise, vibrations, or water. This limitation of liability applies regardless of the cause of the system discharge, including an accidental discharge caused by a Silco employee or representative.
15. If the Customer approves Silco to proceed with this proposal, whether by signing below, approving verbally, approving by email, issuance of a purchase order, or other means of approval, it shall be deemed as Customer's acceptance of the entire proposal including these Terms & Conditions. Silco hereby objects to any additional or different terms or conditions contained in Customers' purchase order, agreement, acknowledgement, or other Customer document that has been issued or will be issued. Silco's Terms & Conditions shall control the obligations of the parties and supersedes all prior representations, understandings, or agreements between Silco and the Customer, both written and oral.
16. If Customer and Silco have signed or signs in the future Silco's alarm system monitoring agreement, then the terms and conditions of that agreement shall govern for any services listed in that Agreement.
17. In any suit or action by a third party, Customer agrees to defend, indemnify, and hold harmless Silco to the fullest extent permitted by law.
18. If any provision of these Terms & Conditions is found by a court or other competent authority to be void or unenforceable in whole or in part, these Terms & Conditions will continue to be valid as to the remainder of the affected provision and all other provisions of these Terms & Conditions.
19. The laws of Ohio shall govern the validity, enforceability, and interpretation of these Terms & Conditions.

To accept this proposal, please sign below and return a copy to our office.



(Signature)



(Title)

11/20/23

(Date)

Silco Fire and Security

CONSENT ITEMS

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

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

Contract - Addiction Services Council - QRT Support - No Cost
Recommend approval of all consent items.

Rationale:
The attached agreement with the Hamilton County Addiction Services Council will provide support to the Township's existing Quick Response Team. There is no cost associated with this contract.

Statement of Agreement/Commitment

For Quick Response Team (QRT) and Safe Station Program Operation - Colerain Township

This two-party agreement is made and entered into between Colerain Township, Ohio (Township), and the Addiction Services Council (ASC) DBA the Afterhours Individualized Mobile-Engagement Team (AIM Team).

Recitals

Pursuant to the mission of the partnership between Colerain Township Department of Public Safety and the Addiction Services Council, the parties hereto mutually desire to partner for the restructuring and continuation of the Quick Response Team (QRT) and the Safe Station Program within Colerain Township.

Now, therefore, it is mutually agreed between the parties as follows:

1. Colerain Township Department of Public Safety will schedule the necessary staffing for the operation of QRT with the express performance objective to proactively follow-up with individuals coming in contact with Colerain police, fire or EMS services concerning substance use disorders and with a specific focus on opioid use/overdose. Colerain Township Department of Public Safety will schedule home visits for the QRT program with ASC one business day prior to the scheduled visit. ASC will respond within one hour to walk-in patients through the Safe Station Program 24 hours per day/ 7 days per week.
2. The Addiction Services Council/ the AIM Team will provide in-person response by a peer recovery supporter through the Quick Response Team and the Safe Station Program to provide care coordination/linkage to care for services, and transportation to area SUD treatment services for medically cleared individuals, directly or via sub-contractor, for a period of 12 months from January 1, 2024, thru December 31, 2024.

In witness thereof, Colerain Township has caused this to be executed by its Colerain Township Administrator; and the Addiction Services Council has caused this agreement to be executed by the Hamilton County Health Commissioner; said agreement to become effective and operative upon fixing of the last signature hereto.

Signatures for the agreement:



Colerain Township Administrator

12/6/23

Date

Addiction Services Council President

Date

CONSENT ITEMS

Department: Administration
Department Director: Jeff Weckbach, Township Administrator

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

Contract - Cellebrite - Investigative Software - \$6,775 - One Year Term
Recommend approval of all consent items.

Rationale:
The attached contract provides investigative software to aid the Township's detectives in solving crimes. It will cost \$6,775 and will expire on January 17, 2025.

Cellebrite Inc.
8065 Leesburg Pike,
Suite T3-302
Vienna, VA 22182
USA

Tel. +1 800 942 3415
Fax. +1 201 848 9982
Tax ID#: 22-3770059
DUNS: 033095568
CAGE: 4C9Q7
Company Website:
<http://www.cellebrite.com>



Cellebrite

Digital intelligence
for a safer world

Quote

Quote#

Q-340619-1

Date:

Sep 07, 2023

Billing Information

Colerain Police Department
4200 Springdale Rd
Cincinnati, Ohio 45251
United States

Contact: Sam Shea
Phone: 513-321-2677

Delivery Information

Colerain Police Department
4200 Springdale Rd
Cincinnati, OH 45251
United States

Contact: Sam Shea
Phone: 513-321-2677

Wire To:

Bank Routing Number: 021000021
Account Number: 761020590
Account Name: Cellebrite Inc.

Check Remittance (Only for NA):

Cellebrite Inc.,
PO BOX 23551
New York, NY, 10087-3551

Click [here](#) to process with Credit Card payment

By clicking the link above and accepting this quote,

You are expressing your agreement and compliance to and with the terms contained on this quote.

Customer ID	Good Through	Payment Terms	Currency	Sales Rep
SF-00181869	Jan 31, 2024	Net 30	USD	Kaleb Rutledge

Product Code	Product Name	Qty	Start Date	End Date	Serial Number	Net Price\Unit	Net Price
B-UFD-10-001	UFED 4PC Ultimate Subscription	1	Jan 18, 2024	Jan 17, 2025	1840339921	6,775.00	6,775.00

SubTotal	USD 6,775.00
Shipping & Handling	USD 0.00
Sales Tax	USD 0.00
Total	USD 6,775.00

Comments:

Terms and Conditions:

- This Quote/Proforma Invoice/Tax Invoice, together with the terms and conditions and license agreement listed below that are incorporated by reference to this Quote/Proforma Invoice (together, the "Agreement"), constitute an offer by Cellebrite. By signing this the Quote/Proforma Invoice, issuing a purchase order (or other ordering document) in connection with this the Quote/Proforma Invoice, or downloading and/or using the products identified in this the Quote/Proforma Invoice/Tax Invoice, the customer agrees to be bound by the terms of this Agreement. Any additional or different terms or conditions contained in any customer document, purchase order or other ordering document will not be binding upon Cellebrite unless expressly accepted in a document signed by a Cellebrite authorized signatory.

- Quote is subject to regulatory approval.

- Freight Terms: FCA (NJ)

- Limited Warranty: Hardware:12 Months; Software:60 days; Touch Screen:30 days

- General: The following terms shall apply to any product at <http://legal.cellebrite.com/us/index.html>

- EULA: All Cellebrite Software is licensed subject to the end user license agreement available at <https://legal.cellebrite.com/End-User-License-Agreement.html>

- Advanced Services (CAS): The following terms apply to Cellebrite Advanced Services at <https://legal.cellebrite.com/CB-us-us/index.html>

- Premium: The following terms shall apply only to Cellebrite Premium at <http://legal.cellebrite.com/intl/PremiumUS.htm>

- Pathfinder: The following terms apply to Cellebrite Pathfinder at <https://legal.cellebrite.com/PF-Addendum.htm>

- Training Services: The following terms apply to Cellebrite Training Services at <http://legal.cellebrite.com/intl/Training.htm>

- SaaS: The following terms apply to Cellebrite SaaS Services at <https://legal.cellebrite.com/SaaS.htm>

- Endpoint Mobile: The following terms apply to Cellebrite Endpoint Mobile at <https://legal.cellebrite.com/Endpoint-Mobile-Now.htm>

In the event of any dispute as to which terms apply, Cellebrite shall have the right to reasonably determine which terms apply to a given purchase order.

Please indicate the invoice number when remitting payment.

*SALES TAX DISCLAIMER: Cellebrite Inc. is required to collect Sales and Use Tax for purchases made from the following certain U.S. States. Orders are accepted with the understanding that such taxes and charges shall be added, as required by law. Where applicable, Cellebrite Inc. will charge sales tax unless you have a valid sales tax exemption certificate on file with Cellebrite Inc. Cellebrite Inc. will not refund tax amounts collected in the event a valid sales tax certificate is not provided. If you are exempt from sales tax, you must provide us with your sales tax exempt number and fax a copy of your sales tax exempt certificate to Cellebrite Inc.

Please include the following information on your PO for Cellebrite UFED purchase:

- Please include the ORIGINAL QUOTE NUMBER (For example - Q-XXXXX) on your PO

- CONTACT NAME & NUMBER of individual purchasing and bill to address

- E-MAIL ADDRESS of END USER for monthly software update as this is critical for future functionality

I, the undersigned, hereby confirm that I am authorized to sign this Quote/Proforma Invoice on behalf the customer identified above , and I hereby approve that my signature is legally binding upon the customer identified above.

Customer Name: Celestine Township

Signature: _____

Effective Date: 12/6/23

Name (Print): _____

Title: _____

Please sign and email to Stephanie King at stephanie.king@cellebrite.com

CONSENT ITEMS

Department: Administration

Department Director: Jeff Weckbach, Township Administrator

Strategic Plan Goal: Strategic Goal #4: Manage the Township's Finances Responsibly While Improving Financial Policies and Processes

Donation Acceptance - Administration - From Meijer - \$100

Recommend approval of all consent items.

Rationale:

Colerain Township Administration is grateful for a \$100 donation from Meijer to support the annual employee appreciation luncheon.

CONSENT ITEMS

Department: Police
Department Director: Ed Cordie, Police Chief

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

Promotion - Sergeant - Police Department - Officer Nickolas G. Robers - \$43.62 per hour

Recommend approval of all consent items.

Rationale:

The position of Sergeant was posted, applications were received and interviews conducted. Officer Nickolas Robers was selected.

The wage for this job is \$43.62 per hour (\$90,729.60 annually) for 40 hours per week. Contingent upon Board approval, he would be eligible to begin work on December 13, 2023.

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 - Eric Franz - \$35.00

Recommend approval of all consent items.

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: Eric Franz.

The wage for this job is \$35.00 per hour for 40 hours per week and is contractually obligated through our agreement with Northwest Local School District. Contingent upon Board approval, he would be eligible to begin work on December 13, 2023.

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

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

New Hire - Recruit - Department of Fire and EMS - \$16.50 per hour

Recommend approval of all consent items.

Rationale:

The position of Recruit was posted, applications were received, and interviews were conducted. A conditional offer of employment was extended to the following individuals:

1. Nolan Abrams
2. Rylie Abrams
3. Dylan Ayers
4. Garrett Berter
5. Jaden Chapelle
6. Blake Detherage
7. Luke Fulmer
8. Alexander Glueck
9. Lucas Guyer
10. Zachary Hoffman
11. Braden Imhoff
12. Benjamin Kaake
13. Joseph Kabenji
14. Evan Massey
15. Logen Meyer
16. Joseph Paulinelli
17. Trey Smith
18. Steven Sosa
19. Andrew Sparks
20. Andrew Spinney
21. Hunter Ward
22. Andrew Weber
23. Lukas Wilms

The wage for this job is \$16.50 per hour for 29 hours per week. Contingent upon Board approval, they would be eligible to begin work on December 24, 2023.

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

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

New Hire - Part-Time Firefighter/EMT - Department of Fire and EMS - \$16.99 per hour

Recommend approval of all consent items.

Rationale:

The position of Part-Time Firefighter/EMT was posted, applications were received, and interviews were conducted. A conditional offer of employment was extended to the following individuals:

1. Aaron Cook
2. Ben Kroeger
3. Caleb Madison
4. Kyle Stafford
5. Jacob Wagner

The wage for this job is \$16.99 per hour for 29 hours per week. Contingent upon Board approval, they would be eligible to begin work on December 24, 2023.

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

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

New Hire - Part-Time Firefighter/Paramedic - Department of Fire and EMS - \$19.25 per hour
Recommend approval of all consent items.

Rationale:

The position of Part-Time Firefighter/Paramedic was posted, applications were received, and interviews were conducted. A conditional offer of employment was extended to the following individuals:

1. Cody Swall

The wage for this job is \$19.25 per hour for 29 hours per week. Contingent upon Board approval, they would be eligible to begin work on December 24, 2023.

CONSENT ITEMS

Department: Fire
Department Director: Allen Walls, Fire Chief

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

New Hire - Part-Time Paramedic - Department of Fire and EMS - \$17.75 per hour
Recommend approval of all consent items.

Rationale:

The position of Part-Time Firefighter/Paramedic was posted, applications were received, and interviews were conducted. A conditional offer of employment was extended to the following individuals:

1. Gavyn Ripley

The wage for this job is \$17.75 per hour for 29 hours per week. Contingent upon Board approval, they would be eligible to begin work on December 24, 2023.