



*York County Emergency Management
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David R. Francoeur, CEM-ME
Director

Blain A. Cote, CEM-ME
Assistant Director

YORK COUNTY EMERGENCY MANAGEMENT AGENCY

TITLE: Hazmat Planner

QUALIFICATIONS: This position requires Awareness Level hazardous materials training and a five year combination of education, training, and/or experience in emergency planning or hazardous materials control. In addition, candidate should possess time management, organizational, and oral and written communication skills and have knowledge of computer systems and email.

REPORTS TO: LEPC Chair

JOB PURPOSE: To assist in coordinating the Agency, local businesses and the community in planning for hazardous materials incidents. Responsible for annual chemical registry and facility plans maintenance.

PRIMARY RESPONSIBILITIES:

- Routine maintenance of the agency's filing system for SARA Title III and MRSA Title 37B reporting.
- Update LEPC membership list with contact information and key position holders
- Review reporting facilities' plans.
- Maintain the County's Hazardous Materials Emergency Response Plan and Map.
- Develop and submit an annual meeting calendar and submit copies of the meeting minutes to the State Emergency Response Commission on a timely basis.
- Acts as a liaison between the County's fire departments and SERC for hazardous materials educational grants.
- Acts as a liaison between hazardous materials facilities and fire departments by participating in facility exercises and facility walkthroughs.
- Pursues non reporting Tier II facilities and assists in education and training to incite reporting compliance.
- Serves as secretary of the Local Emergency Planning Committee.
- Develop an annual work plan outlining the items expected to be accomplished and the time frame for doing them.
- Submit quarterly financial reports accounting for all monies received from SERC by the LEPC.

COLLATERAL RESPONSIBILITIES

- Assist with the coordination of the County's annual Hazardous Materials Drill.
- Utilize FEMA's NIMS compliance assistance support tool.
- As needed, assist the County's Special Teams, with State Credential and Identification Program.
- As needed, assist YCEMA during activations, disasters and exercises.
- Develop an exercise schedule and exercise the plan on an annual basis.

Pay Grade: \$15.00 per hour, 15 hours per week

This position is subject to continued funding through outside agencies.

Applications can be picked up at the County Manager's Office, 149 Jordan Springs Road, Alfred, ME 04002 or may be accessed on our website at www.yorkcountyme.gov.

This job posting expires on July 21, 2013 at 3:00 p.m.