



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET  
POSITION AVAILABLE

JOB CLASSIFICATION TITLE: LEPC/GRANTS COORDINATOR  
DEPARTMENT: EMERGENCY SERVICES  
PAY RANGE #15 : \$21.02 - \$24.02 PER HOUR  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING MARCH 9, 2023

**COMPLETE THE APPLICATION AS FOLLOWS:** CLICK ON JOB POSTINGS  
THEN CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN  
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE COMPLETED APPLICATION  
TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US) PLEASE CONTACT SUSAN  
SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

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Position Title: LEPC/Grants Coordinator

Incumbent:

Class Title:

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Department:	Emergency Services	FLSA Status:	Non-exempt
Agency			
Reports To:	Emergency Management Operations Manager	Civil Service Status:	Classified
Pay Range:	15	Employment Status:	Full-time
Probation:	365 Days	Lunch:	Unpaid
Work Hours:	40 Hours Day Shift		

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**JOB RESPONSIBILITIES:**

Under general supervision, assists in development, implementation and evaluation of county hazardous materials plans and programs; reviews reports submitted by chemical reporting facilities; coordinate grant process for the entire department, studies or research projects; performs other duties as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of post secondary education in emergency planning related subject area, and 1 year experience in a planning or research capacity; or training or work experience which evidences a comprehensive knowledge of emergency planning and a basic knowledge of budgeting, research, and government structure, and/or equivalent combinations of training and/or experience.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid State of Ohio driver's license  
NIMS Required Certification  
NCBRT Certificate of Training in CAMEO acquired in the 1<sup>st</sup> year of employment, depending on training availability.

**ESSENTIAL FUNCTIONS:**

1. Assists in the development, implementation and evaluation of plans, policies, procedures and programs pertaining to County hazardous materials safety (e.g., researches, assimilates and analyzes data; formulates alternative solutions of policies; designs exercises to that hazardous materials; prepares reports; etc.).

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2. Provides technical assistance and information regarding procedures for facilities reporting, populations at risk, State and Federal regulations, codes used for reporting amounts, storage types and areas, etc.
3. Coordinate, process and track all state and federal grants for the entire department.
4. Publishes grant funding opportunities to jurisdictions and assists in finding grant funding.
5. Responsible for receiving verbal and follow-up notices of releases of hazardous substances and extremely hazardous substances.
6. Establish and carry out a program to monitor regulated facilities within the County and conduct compliance and enforcement activities to ensure that the facilities have submitted the information required by code.
7. Represents Emergency Management Agency in contacts with government officials, facility coordinators, general public, etc.
8. Prepares and maintains the Hazardous Materials Emergency Support Function and Annex(es) of the Warren County Emergency Operation's Plan.
9. Reviews reports of accidental chemical releases and collects data on annual releases of certain chemicals in the environment.
10. Reviews all chemical data received in an attempt to reduce risks.
11. Assist with the annual reconciliation of the SARA Title III CAMEO database to all regional department's computers and keeps mapping and hazards analysis files and databases current.
12. Assists the Operations Manager in developing and conducting periodic exercises, in accordance with LEPC, SERC, and the O.E.M.A.
13. Assist in the planning and conducting of local L.E.P.C. training, testing and exercises.
14. Maintains all records per OSHA standards.
16. On-call 24 hours per day, 7 days per week.
17. Demonstrates a regular and predictable attendance.
18. Maintains a valid Ohio driver's license.

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**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs special studies and research projects at request of supervisor.
2. Performs other duties as required by manager.
3. As assigned by manager or director may travel to and gain access to worksite to inspect chemical reporting facilities; wears chemical protective clothing to perform inspections and respond to the scene of a hazardous material spill.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

Knowledge of: agency policies and procedures; agency goals and objectives; government structure; hazardous materials planning methods; Environmental Protection Agency list of hazardous chemicals and threshold amounts; facility map reading; EPA codes for reporting chemicals; State, Federal and local laws, rules and regulations governing specific grant programs; enforcement authority; public relations; SARA Title III, Community Right to Know Legislation, both Federal and State EPA regulations and State Emergency Response Commission rules.

Ability to: communicate effectively; interpret a variety of technical material; develop and maintain effective working relationships with associates, government officials, general public; research and compile detailed information from various sources; classify and analyze chemical data to formulate viable conclusions; develop technical reports and hazard analysis; establish work efforts toward common objectives; prepare and maintain accurate documentation; respond to technical inquiries from government officials and general public.

**ADDITIONAL WORKING CONDITIONS:**

Minimal exposure to hazardous chemicals may be required to wear appropriate protective clothing (e.g., chemical protection suit, hard hat, boots, eye protection, reparatory protection, weather gear, etc.).

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

\_\_\_\_\_  
**(Employee's Signature)**

\_\_\_\_\_  
**(Date)**

**Date Adopted: 3/9/23**

**Date Revised:**