

Summit County Special Operations Response Team
Instructor Technician Program

Revised December 2013

The University of Akron, Training Center for Fire and Hazardous Materials plays a key role in the operations of the Summit County Special Operations Response Team (SCSORT).

The University of Akron Training Center for Fire and Hazardous Materials functions as a self-supported business entity within the University and has assisted the SCSORT with certifying classes, paying instructors for conducting, facilitating and administering trainings.

A program has been developed with the University and the SCSORT Executive Board to allow Instructor Technicians to receive payment for duties assigned by the Director of Operations/Branch Directors. The following guidelines outline the program.

1. Each person will fill out an application with the University of Akron
2. The Branch Director of each discipline (Water, HAZMAT, Technical Rescue), the Director of Operations or the SCSORT Executive Board, will assign duties.
3. When the task is completed, the Instructor Technician will fill out a request for pay sheet on the specified form.
4. The pay sheet is forwarded to the appropriate Branch Director for their review.
5. The pay sheet will be forwarded to the Director of Operations for review. The Director of Operations should receive all pay sheets no more than 30 days after the completion of duties. Example (duties completed on May 3, pay sheet should be given to the Director of Operations on or before June 3).
6. The pay sheet will be signed by the Director of Operations and forwarded to The University of Akron Training Center for processing at the University of Akron. The University will issue paychecks at the end of each month.

Instructor Technicians may be assigned to do the following:

- Teaching classes or conducting training sessions
- Facilitating, scheduling meetings
- Vehicle/equipment maintenance to include HAZMAT suit testing and meter calibration and repair
- Removing or returning any equipment to service as needed
- New equipment service/orientation
- The SCSORT Executive Board or Director of Operations may assign other duties as required