



SARA Support Specialist – Part Time

Department: Emergency Management Services

Revised: March 2026

DESCRIPTION

Responsible for reviewing and analyzing SARA Title III, Tier II, completing annual-based inventories, increasing the compliance in Tier II reporting, updating Material Safety Data Sheets (MSDS), developing, promoting, and reviewing Hazardous Materials (HazMat) training exercises, as required under various Federal and State mandates, and offering various public education and information programs about hazardous materials, SARA Title III, HAZWOPER and Pennsylvania Act 165, evacuation, sheltering-in-place, and warning systems.

This position Reports to the EMA Manager within the Department of Public Safety and is funded through a Pennsylvania Emergency Management Agency (PEMA) Hazardous Materials Match Grant and is contingent upon the availability of funding and/or program needs.

SPECIFIC DUTIES

- Attends local emergency planning committee meetings and serves on any appropriate subcommittees.
- Compares current and previous years' Tier II annual inventory report filings for changes in hazardous chemicals listed and their quantities. Lists those which are stored at non-ambient temperatures and or pressures.
- Identifies with large quantities of non-extremely hazardous substances which pose a significant potential threat to their communities.
- Maintains a listing of all Tier II filing sites with any non-extremely hazardous substance in excess of 100,000 pounds.
- Updates material safety data sheets on file. Establishes logical sequencing for rapid, effective retrieval.
- Plans, creates, coordinates, promotes, and critiques hazardous materials training exercises with DPS staff, emergency responders, support agencies, and SARA planning facilities.
- Annually updates SARA farm plans and assists in updating non-farm plans.
- Maintains LEPC Foam Bank inventory.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

This position requires both office and field activities, throughout Lycoming County, as well as attendance at some evening and weekend meetings, but will not require field response to emergencies.

During EOC activations, this position is required to staff the EOC on a rotating shift for the duration of the event.

JOB REQUIREMENTS

- High School Diploma and one (1) year related experience in Emergency Services, Hazardous Materials Identification, risks and vulnerability, or basic hazardous materials chemistry for definitions and terminology.
- PEMA Basic EMA Certification or ability to obtain within 1 year.
- Possess above average organizational, verbal and written communication skills.
- Understanding of SARA Title III, 29 CFR 1910.120, Pennsylvania Act 1990-165.
- Ability to efficiently communicate with Government officials and agencies, emergency service providers, and the general public.
- Must submit to and pass a Drug and Alcohol screening per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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