

OREGON TASK FORCE 1

URBAN SEARCH & RESCUE

POSITION DESCRIPTION



TASK FORCE LEADER

Functional Description

The Task Force Leader is responsible for managing and supervising all aspects of a mission, both operational and managerial, from the time of activation through the return to the home jurisdiction. This includes all personnel and equipment resources as well as overseeing and directly supervising the TASK FORCE TEAM management. The Task Force Leader is responsible for the development and completion of all Task Force objectives as well as the proper reporting, record keeping, and after-action requirement. The Task Force Leader reports directly to the Incident Commander or his/her designee.

Description of Duties

The Task Force Leader is responsible for:

1. Developing and implementing the Task Force action plan.
2. Addressing the coordination, management, and supervision of all Task Force Activities.
3. Ensuring the development of all Task Force organizational and logistical needs.
4. Receiving briefings and ensuring that all Task Force personnel are kept informed of mission objectives and status changes.
5. Preparing and maintaining records and reports as required.
6. Adhering to all safety procedures.
7. Ensuring the completion of all the required reports and maintenance of records.
8. Ensuring incident stress management activities are conducted.
9. Ensuring resource acquisitions for assigned personnel.
10. Preparing performance evaluations for assigned personnel.
11. Accountability, maintenance, and minor repairs for all issued equipment.
12. Coordinate, direct and lead an Advance Team when summoned by OERS; determine length and depth of response.
13. Performing additional tasks and duties as assigned during a mission.

Task Force General Requirements

- A. Must be physically fit as governed by the sponsoring organization.
- B. When on assigned rotation able to mobilize in 30 minutes of request and be self sufficient for at least 72 hours.
- C. Must be capable of improvising and functioning for long hours under adverse conditions.
- D. Must be able to function safely at heights and on or around rubble.
- E. Must be aware of the signs, symptoms, and corrective measures of critical incident stress syndrome.

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- F. Must understand and adhere to safe working practices and procedures as required in the urban disaster environment.
- G. Must have a working knowledge of the Oregon US&R Response Systems and organizational structures, operating procedures, safety practices, terminology, knowledge of all task force equipment, and communications protocols.
- H. Must have successfully completed, as a minimum, the First Responder Operation Level for Hazardous Materials per OSHA Standard 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response or equivalent.
- I. Must understand the needs of and provide support to their counterparts with the task force specific operations, techniques and application of tools and equipment.
- J. Must be current on annual training on Bloodborne Pathogens per 29 CFR 1910.1030 Standard on Bloodborne Pathogens (Oregon OSHA OAR 437, Division 2/Z, Toxic and Hazardous Substances).

Skills

- 1. Must be capable of effectively coordinating and directing multiple functions of the Task Force during mission assignment.
- 2. Must be able to be flexible, to improvise, to share information, resolve conflicts, and solve problems.
- 3. Must possess good interagency coordination skills and work well with various technical components and other organizations.
- 4. Must effectively communicate orally and in writing.
- 5. Must possess strong skills in interpersonal relations.
- 6. Must be competent in the development and use of integrated action planning concepts and processes.

Task Force Leader Training Requirements

- 1. Successful completion by 06/01/2006
 - a. Critical Incident Stress Debriefing (CISD) training.
- 2. Successful completion by **06/01/2007**
 - a. FEMA Structural Collapse Technician – 80hr course
 - b. Meets or exceeds DPSST Technician Level for Rope, CSR, Trench, and Vehicle/Heavy Machinery.
 - c. FEMA Task Force Management and Coordination course or equivalent
 - d. Incident command system (I-300)
- 3. National Fire Academy Incident Command for Structural Collapse Incidents (ICSSCI)