

## COMMUNICATIONS SPECIALIST

### POSITION DESCRIPTION

#### Position Specific Requirements:

The Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for the task force. The Communications Specialist reports directly to the Logistics Team Manager.

#### Description of Duties:

The Communications Specialist is responsible for:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the Task Force Incident Communications Plan
- The installation, operation, and maintenance of the task force communications systems, including: radio, satellite, telephone, internet, GPS's and networks during incidents
- Coordinating communications with other entities
- Adhering to all safety procedures
- Accountability, preventive maintenance, and minor repairs of communications equipment
- Maintaining appropriate records and reports
- Maintaining the communications cache in an operational state at all times
- Developing requests for replacement, or repair, for consumable, inoperative, lost, damaged, or destroyed communications items
- Develop a Task Force Communications Plan (ICS 205) as part of Tactical Action Plan
- Performing additional tasks or duties as assigned

#### Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to deploy as a Communications Specialist in support of Resource's activities. The intent of these requirements is to select personnel capable of managing the communications needs of the task force in the disaster environment.

#### Required Training:

The Communication Specialist shall:

1. Complete all General Training requirements.
2. Complete FEMA National US&R Response System GPS Awareness Level course, or equivalent
3. Complete FEMA National US&R Response System Communications Specialist course or equivalent

#### Recommended Training:

The Communications Specialist should:

1. Complete the DHS/OEC All Hazards Communications Unit Leader course
2. Complete the DHS/OEC All Hazards Communications Technician course
3. Complete ICS-300 in accordance with the NIMS Training Program
4. Complete ICS-400 in accordance with the NIMS Training Program
5. Advanced Communications Specialist Qualification (ACOM US&R)