

TASK FORCE LEADER

POSITION DESCRIPTION

Position Specific Requirements

The Task Force Leader is responsible for managing all aspects of a mission including operational and administrative issues 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 management. The TFL is responsible for the development and completion of all task force tactical objectives as well as the proper reporting, record keeping, and after-action requirements. The Task Force Leader reports to the Sponsoring Agency, Incident Command or Unified Search and Rescue Command.

Description of Duties:

The Task Force Leader is responsible for:

- Developing and implementing the Task Force Tactical Action Plan
- Addressing the coordination, management, and supervision of all TF activities
- Supervising the following positions:
 - Search Team Manager
 - Rescue Team Manager
 - Medical Team Manager
 - Logistics Team Manager
 - Planning Team Manager
 - Hazardous Materials Team Manager
 - Safety Officer
- Ensuring the development of all TF organizational and logistical needs
- Receiving briefings and ensuring that all TF personnel are kept informed of mission objectives and status changes
- Providing regular situation reports to the IST, IMT or IC
- Performing additional tasks and duties, as assigned during a mission
- Ensuring the completion of all the required reports and maintenance of records
- Ensuring incident stress management activities are planned and conducted
- Ensuring resource acquisitions are properly processed
- Manage all demobilization and return to readiness issues
- 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 Task Force Leader in support of Resource's activities. The intent of these requirements is to select functional managers capable of effectively managing and supervising all aspect of the task force in the urban disaster environment.

The requirements and criteria for the Task Force Leader are as follows:

The TFL should have and maintain:

- A comprehensive knowledge of NIMS/ICS; the NRP; and the FEMA National US&R Response System, its organizational structure, operating procedures, safety practices, terminology, and communications protocols.

- A comprehensive knowledge of the Task Force functions, and urban search and rescue operations, tactics, strategy, and safety considerations
- An understanding of other disaster response organizations
- Knowledge of available technology used in support of US&R missions and objectives
- An awareness of the hazards associated with various disaster environments
- A knowledge of supervisory and personnel management techniques

The TFL should:

- Be competent in the development and use of integrated action planning concepts and processes
- Be competent in emergency incident management
- Be competent at developing and maintaining interpersonal relations
- Possess the interpersonal skills to manage the assigned personnel and lead the task force to the accomplishment of the stated mission objectives
- Be a competent planner and organizer
- Be capable of effectively coordinating and directing multiple functions of the Task Force during mission assignment
- Be able to be flexible, to improvise, to share information, resolve conflicts, and solve problems
- Be able to effectively communicate orally and in writing
- Possess good interagency coordination skills and work well with various technical components and other organizations
- Have the ability to lead in a stressful disaster environment with limited resources
- Have the ability to follow directions and carry out assigned duties without supervision

Required Training:

The Task Force Leader shall:

1. Complete all General Training requirements.
2. Complete ICS-300 and ICS-400 in accordance with the NIMS Training Plan
3. Complete FEMA National US&R Response System Task Force Leaders' course, or equivalent

Recommended Training:

The Task Force Leader should:

1. Complete a FEMA National US&R Response System Structural Collapse Technician course, or equivalent
2. Meet all requirements of Structural Collapse Technician as per NFPA 1670
3. Complete a FEMA National US&R Response System Technical Search Specialist course, or equivalent
4. Complete a FEMA National US&R Response System Planning Team Training course, or equivalent
5. Complete the NWCG All-Hazards Incident Commander course or equivalent
6. Complete the NWCG All-Hazards Operations Section Chief course or equivalent
7. Complete the NWCG All-Hazards Planning Section Chief course or equivalent