

FEMA US&R RESPONSE SYSTEM
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 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 requirements. The Task Force Leader reports directly to:

1. The FEMA ESF-9 Leader on the Emergency Support Team during the mobilization and demobilization phases of the mission.
2. The IST Leader at a mission location.

Description of Duties

The Task Force Leader is responsible for:

- Developing and implementing the Task Force Action Plan.
- Addressing the coordination, management, and supervision of all task force activities.
- Supervising the following positions:
 1. Search Team Manager
 2. Rescue Team Manager
 3. Medical Team Manager
 4. Technical Team Manager
 5. Planning Officer
 6. Safety Officer
- Ensuring the development of all task force organizational and logistical needs.
- Interacting with the IST Leader for coordination of all task force activities and support requirements.
- Receiving briefings and ensuring that all task force personnel are kept informed of mission objectives and status changes.
- Providing regular situation reports to the IST.
- Preparing and maintaining records and reports as required.
- Performing additional tasks and duties as assigned during a mission.
- Adhering to all safety procedures.
- Ensuring the completion of all the required reports and maintenance of records.
- Ensuring incident stress management activities are conducted,
- Ensuring resource acquisitions are properly processed.
- Preparing performance evaluations (FEMA Form 90-106) for assigned personnel.

- Accountability, maintenance, and minor repairs for all issued equipment.

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Task Force Leaders in the FEMA US&R Response System. 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 position are identified in the following categories:

Knowledge
Skills
Abilities

Knowledge

1. Must have comprehensive knowledge of the National Interagency Incident Management System (NIIMS); the FEMA National Disaster Federal Response Plan; and the FEMA National US&R Response System, its organizational structure, operating procedures, safety practices, terminology, and communications protocols.
2. Must have a comprehensive knowledge of the task force functions, and urban search and rescue operations, tactics, strategy, and safety considerations.
3. Must possess an understanding of other disaster response organizations.
4. Must have knowledge of the practical application of available technology used to support US&R missions and objectives.
5. Must have completed the FEMA Task Force Management and Coordination Course.
6. Must have an awareness of the hazards associated with various disaster environments.
7. Must have knowledge of supervisory and personnel management skills.

Skills

1. Must be competent in the development and use of integrated action planning concepts and processes.
2. Must possess five years of field experience in emergency incident management.

Abilities

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 be able to effectively communicate orally and in writing.
4. Must possess good interagency coordination skills and work well with various technical components and other organizations.
5. Must possess strong skills in interpersonal relations.