

ONSHORE RECOVERY GROUP SUPERVISOR JOB AID

Position: Onshore Recovery Group Supervisor

Section: Operations Section

Mission:

To implement portions of the incident action plan prepared by the Environmental Unit and Shore Cleanup Assessment Unit (Planning) pertaining to onshore remediation that includes retrieval of pollutant and shore cleanup.

Duties:

- Report to the Protection and Recovery Branch Director for situation briefing and assist in identifying equipment, services and personnel requirements for shore protection.
 - Identify leaders for field crews and inform them of their responsibilities.
 - Review assignment lists (ICS form 204).
 - Coordinate activities with other operational groups.
 - Assign specific work tasks to strike team/task force leaders.
 - Inform all leaders of reporting relationships, communication procedures, and safety requirements.
 - Prepare equipment acquisition forms for additional equipment and/or manpower, as required.
 - Prepare shift-rotation schedules, de-briefing meetings, and crew logs for strike team/task force leaders.
 - Participate in developing branch plans for next operational period.
 - Submit situation and resource status information to branch director.
 - Report special occurrences or events such as accidents or sickness.
 - Address logistics issues for the transportation, feeding, and care of field workers.
 - Maintain unit/activity log (ICS form 214)
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