TECHNICAL SPECIALIST UNIT LEADER JOB AID

Position: Technical Specialist Unit Leader

Section: Planning Section

Mission:

To establish work specifications, assign, and monitor technical specialists to the incident management team based on requests from command or general staff. Technical specialists include, but are not limited to, response technologies (e.g., dispersant use, in-situ oil burning), trajectory analysis, weather forecasting, oil sensitivity/risk analysis, wildlife rescue, etc.

Duties:

- ❑ Report to the planning section chief for situation briefing.
- ❑ Liaise with liaison officer to ensure technical specialists report to the technical specialist unit.
- ❑ Determine technical specialist needs, both in-house and contract consultant.
- ❑ Draft contract specifications for consultants or terms-of-reference for government personnel to define work and deliverables.
- ❑ Maintain a list of technical specialists, their assignment, and reporting relationship.
- ❑ Address issues and concerns raised by technical specialists, and facilitate resolution.
- ❑ Maintain unit log (ICS Form 214).