GROUND AND VESSEL SUPPORT FACILITIES UNIT LEADER JOB AID

Position:  Ground and Vessel Support Facilities Unit Leader

Section:  Logistics Section

Mission:  
To support onshore and waterborne transportation resources (vehicles and vessels); to coordinate transportation of personnel, supplies, food, and equipment; to fuel, maintain, and repair vehicles and vessels; and to implement the Incident Traffic Plan and the Vessel Routing Plan. (Note: ground and vessel support can be established as two separate units, if required).

Duties:
- Obtain a briefing from the Support Branch Director or Logistics Section Chief.
- Participate in Support Branch/Logistics Section planning activities.
- Coordinate development of the Traffic Plan and Vessel Routing Plan with the Planning Section.
- Coordinate vehicle and vessel transportation assignments with Staging Area Manager, and the Protection Branch and Wildlife Branch supervisors.
- Support out-of-service transportation resources.
- Notify resources unit of all status changes on support and transportation vehicles.
- Arrange for, and activate, fueling, maintenance, and repair of transportation resources.
- Maintain inventory of support and transportation vehicles and vessels (ICS form 218).
- Maintain usage information on rented equipment.
- Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- Submit reports to Support Branch Director.
- Maintain unit/activity log (ICS form 214).