

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).
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