TIME UNIT LEADER JOB AID

Position: Time Unit Leader

Section: Finance/Administration Section

Mission:
To provide for equipment and personnel time recording.

Duties:
- Report to Finance/Administration Section Chief for briefing.
- Determine resource needs.
- Provide forms and procedures for time recording. Obtain check in lists.
- Organize and establish a Time Unit and set objectives.
- Establish contact with agency representatives.
- Establish Equipment Time Recorder and Personnel Time Recorder positions.
- Keep records of times of all response personnel, auxiliary staff, and agency representatives.
- Submit cost estimate data forms to Cost Unit, as required.
- Provide for records security.
- Ensure that all records are current or complete prior to demobilization.
- Release time reports from assisting agencies to the respective agency representatives prior to demobilization.
- Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain unit/activity log (ICS forms 214).