

FEDERAL EMERGENCY MANAGEMENT AGENCY

***NATIONAL
URBAN SEARCH AND RESCUE
RESPONSE SYSTEM***

**A Component of the National Response Plan
Emergency Support Function # 9**



FEMA

**COMMUNICATIONS SPECIALIST
POSITION DESCRIPTION**

Position Specific Requirements

The Taskforce Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for their Task Force. The Communications Specialist reports directly to the Logistics Team Manager.

Description of Duties

The Communications Specialist is responsible for:

1. Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
2. Assessing overall communications needs, obtaining frequencies, and developing the Task Force Incident Communications Plan
3. The installation, operation, and maintenance of the task force communications systems, including: radio, satellite, telephone, internet, GPS's and networks during incidents
4. Coordinating communications with other entities, task forces, and the Incident Support Team (IST) Communication Unit Leader
5. Adhering to all safety procedures
6. Accountability, preventive maintenance, and minor repairs of communications equipment.
7. Maintaining appropriate records and reports
8. Performing additional tasks or duties as assigned
9. Maintaining the communications cache in an operational state at all times
10. Developing requests for replacement, or repair, for consumable, inoperative, lost, damaged, or destroyed communications items.
11. Operate as an IST Communications Center Operator.
12. Develop a Task Force Communications Plan (ICS 205) as part of Tactical Action Plan

Position Requirements and Criteria

Individuals who meet the following requirements and criteria will be eligible to become Communications Specialists in the National US&R Response System. The intent of these requirements is to select personnel capable of managing the communications needs of the task force in the disaster environment. The requirements and criteria for this position are identified in the following categories:

Required Training:

The Communication Specialist shall:

1. Meet all General Training requirements
2. Complete GPS Awareness course
3. Complete Communications Specialist Course

Recommended Training

The Communications Specialist should;

1. Complete Communications Technician (S-258 USWG)
*Currently required for IST Comm. Unit Leader Position
2. Complete Communications Unit Leader (S-358 USWG)
*Currently required for IST Comm. Unit Leader Position
3. Complete Hazard Communications Unit Leader (P475 USFA)
*Currently developed
4. Complete Advanced Communications Specialist (ACOM US&R)
*Currently called a MERS Tech; course under development