

Communications Team Leader

The objective of the Communications Team Leader is to ensure and maintain communications in between and within the dispensing site.

Qualifications: Information Technology

Reports To: Service Branch Director

Supervises: Communications staff, if applicable.

Immediate Actions

- Arrive at assigned site 2.5 hours prior to start time and check in.
- Receive briefing from Special Needs Supervisor.
- Where proper ID/Vest.
- Review POD Manual.
- Review this Job Action Sheet.
- Learn site surroundings for work stations, offices, lavatories, first aid and break rooms, and understand role.
- Review dispensing site ICS chart.
- Assists with the set-up and break-down of all computer, printer, modem, and other technological equipment.
- Assist in setting up dispensing site operation.
- Ensure that all supply, equipment and staffing levels are appropriate for your area of responsibility at the beginning and end of each shift and request additional resources as required.
- Brief staff upon arrival and at regular intervals. Briefings include:
 - the communications protocol
 - a facility overview including locations of stations, restrooms, break rooms, emergency exits, etc.
 - specific duty assignments
 - any news or updates on the situation
 - instructions or changes to instructions regarding chain of command, shifts, shift change procedure, schedules, etc
 - the schedule for the next briefing.
- Establishes chain of command and performance expectations:
 - The staff reports to and takes instructions from you.
 - Questions, problems or incidents are reported to you.
 - To ensure consistency in performance and information at the site, the staff does not make decisions on their own other than those listed in the position checklist.

On-Going Actions

- Issues and reclaims emergency communications equipment to areas of dispensing site.
- Provides training for all staff on operation of the issued communications equipment.
- Maintain a list of phone numbers, fax numbers, pager numbers and radio codes. Serves as an on-call directory.
- Provides technical support to all areas using computers or other technologies (i.e. fax machines).
- Maintain communications and network operations.
- Maintain a constant presence in your area of leadership.
- Communicate staffing and supply needs to the Service Branch Director or the Logistics Section Chief.

Final Actions

- Brief on-coming Team Leader.
- Review and confirm staffing levels for next shift.
- Ensure that all records and reports are turned in to the Special Needs Supervisor.
- Assist with restocking and/or tearing down work stations at the end of shift.
- Participate in debriefing meetings, as required.
- Sign out and turn in all equipment in designated area.