

## COMMUNICATIONS SPECIALIST

### I. **Functional Description**

The task force Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for his/her task force. The Communications Specialist reports directly to the Logistics Team Manager.

### II. **Description of Duties**

The Communications Specialist is responsible for the following:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the task force incident communications plan
- The installation, operation, and maintenance of the task force communications systems including radio, satellite, telephone, internet, GPSs and networks during incidents
- Coordinating communications with other entities, task forces and the Incident Support Team (IST) Communications Unit Leader
- Adhering to all safety procedures
- Accountability, preventive maintenance, and minor repairs of communications equipment
- Maintaining appropriate records and reports
- Maintaining the communications cache in an operational state at all times
- Developing requests for replacement or repair for consumable, inoperative, lost, damaged, or destroyed items
- Developing a task force communications plan (ICS 205) as part of the tactical action plan
- Operating as an IST communications center dispatcher

### III. **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.

#### **IV. Required Training**

The Communication Specialist shall adhere to the following:

- Meet all administrative and general training requirements
- Complete the National US&R Response System GPS Awareness Level Course
- Complete the National US&R Response System Communications Specialist Course

#### **V. Recommended Training**

The Communications Specialist should complete the following:

- Communications Technician Course (S-258 USWG) and/or All-Hazards Communications Tech Course ((DHS-xxx-RESP), which is currently required for IST Communications Unit Leader position
- Communications Unit Leader Course(S-358 USWG) and/or All-Hazards Communications U/L Course (DHS-114-RESP), which is currently required for IST Communications Unit Leader position
- Advanced Communications Specialist Qualification (ACOM US&R), which is a MERS qualification process
- The 2005 or later version of the National US&R Response System Communications Specialist Course including the Non-Disclosure of Sensitive Information Training