

Facility Operations Representative

Position Description

The Facility Operations Representative is assigned to the Local Assistance Center (LAC) and reports to the LAC Manager. The representative maintains daily operations of the facility, contracted services, and security operations. Facility Operations also coordinates with the LAC Manager and Security to help establish a secure location.

Responsibilities

1. Maintain daily operations of the facility, contracted services and security operations
2. Establish communications with Oversight Team Facilities Project Manager and complete remaining items on LAC Checklist
3. Submit Field Status Reports
4. Monitor traffic control and parking issues
5. Ensure exterior lighting is sufficient
6. Monitor pending and recurring issues and establish action plan
7. Coordinate with LAC Manager and Security to establish restricted areas, determine security points, and facilitate security operations

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Sign in and wear the "Facility Operations Representative" vest
- Check in with LAC Manager
- Assist with activation and set up of LAC
- Verify contact information
- Determine potential issues for LAC Manager/Oversight Team Facilities Project Manager based on the nature, scope and severity of the issue
- Assess the status of your available resources
- Contact counterparts in home agency and establish lines of communication

Operational Phase Actions

- Review position responsibilities
- Ensure all County-owned resources are clearly marked, including new purchases
- Attend ongoing situation briefings
- Refer media to Communications Specialist
- Report situation status and resource status to the LAC Manager and your home agency, as necessary
- Advise LAC Manager or Facilities Project Manager for issues affecting operations
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

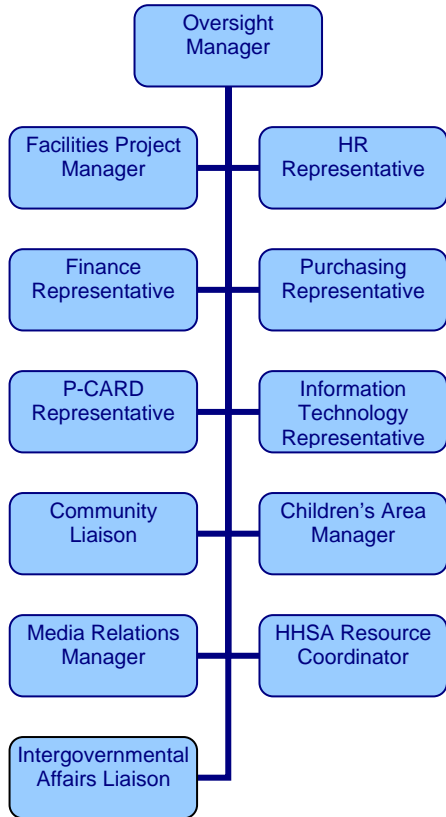
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known
- At the end of each shift, sign out and return the vest

Deactivation Phase Actions

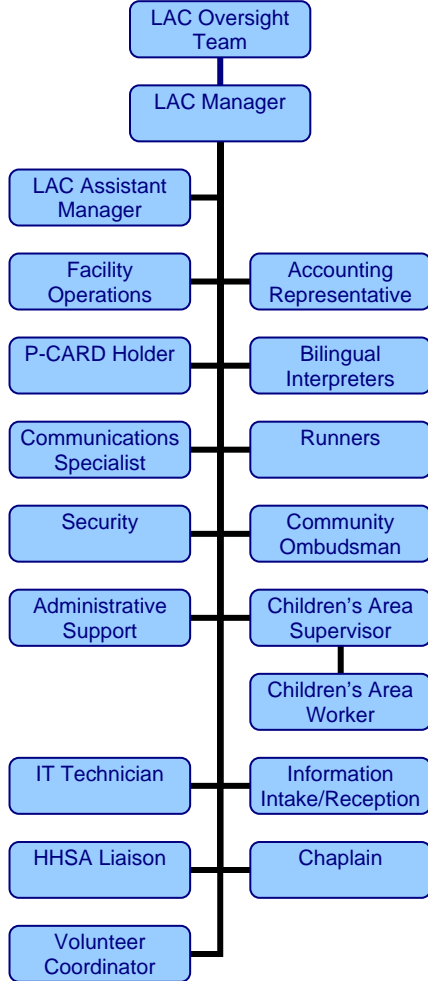
- Demobilize when authorized by the LAC Manager
- Participate in the Demobilization Plan
- Arrange for rental return and document date and time
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed, close out activity logs, return all checked out equipment, and provide all documentation to Administrative Support prior to your release and departure from the LAC
- Contact any of your staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including cell numbers and email
- Sign out and turn in vest
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



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