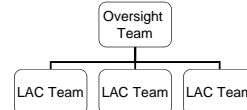


Local Assistance Center (LAC) Oversight Positions Facilities Project Manager Training

LAC Just-In-Time Training

Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



Facilities Project Manager Position Description

- **Coordinate**
 - Coordinate with Oversight Team Purchasing Representative for the set up of needed services and equipment.
 - Consult with Oversight Team Finance Representative on cost documentation.
 - Work with the Department of Public Works (DPW) Carto Services team for signs, banners, name badges, and wall signs for identifying LACs.
 - Coordinate transportation services of equipment and human resources to and from LACs.
 - Work with onsite Facilities personnel.
 - Coordinate the return of all rentals and equipment.
 - Serve as a Point of Contact for contracted services.

Facilities Project Manager Position Description

- **Manage**
 - Oversee the planning, design, construction, remodeling and renovation of the facilities.
 - Ensure the facilities are compliant with the Americans with Disabilities Act (ADA).
- **Reference**
 - Reference the LAC Checklist Template to help organize and establish services for LAC sites.

Quick Tips

- Check in with Oversight Manager
- Reference the LAC Checklist Template to assist with LAC site set up
- Coordinate with the LAC Team Facilities Operations Representative to maintain daily operations
- Review Facilities Project Manager Checklist

Good Luck

- Remember, the Facilities Project Manager is responsible overseeing the planning, design, construction, remodeling, and renovation of the facilities.
- Thank you for your commitment.