

The Technical Information Specialist is responsible for documenting, tracking, and retrieving all pertinent information for the task force during incident operations. The Technical Information Specialist reports directly to the Planning Manager.

The Technical Information Specialist is responsible for:

- Gathering requested information from all available sources and forward to the Planning Manager for incorporation in the planning function.
- Documenting (written, audio, and visual mediums) the activities of the US&R task force during an assigned mission for onsite and post-incident analysis, historic documentation and post-event critiques, lessons learned, and training
- Tracking all pertinent task force personnel information, work schedules, and equipment inventory status.
- Adhering to all safety procedures
- Accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission
- Preparing all audio and visual references materials necessary during the mission