

Public Works and Utilities Unit Leader

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Operations Section
Primary	Public Works Director
Potential Alternate(s)	Public Works Manager/Supervisor Water Manager/Supervisor Construction Services Manager/Supervisor
Supervisor	Operations Section Chief
Overview	<ul style="list-style-type: none"> ● Coordinates the maintenance and/or restoration of utility and transportation infrastructure ● Coordinates heavy equipment support ● Coordinates the conduct of emergency construction preventive measure and debris removal operations
Description	The Public Works and Utilities Unit Leader is responsible for coordinating the restoration of critical infrastructure and lifeline utilities, coordinating flood fighting and control operations, coordinating the rerouting traffic flow patterns, and coordinating emergency construction operations.
Responsibilities	<ol style="list-style-type: none"> 1. Assess the status of tribal infrastructure, utilities, and transportation facilities. Work with appropriate Emergency Support Functions (ESFs) 2. Provide status reports as required. 3. Coordinate restoration of damaged utilities with utility representatives (i.e. So Cal Edison) in the EOC if present, or directly with utility companies. 4. Supervise personnel assigned to the Public Works and Utilities Unit.
Forms and Job Aids	<ul style="list-style-type: none"> ○ ESF-12 Annex ○ Misc utility maps ○ Utility contact information

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Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the Operations Section Chief. ○ Identify yourself as Public Works & Utilities Unit Leader. ○ Set up your workstation and review this checklist. ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Obtain briefing or rapid damage assessment reports from the damage assessment unit or Planning Section of preliminary survey of the emergency/disaster scene. ○ Establish and maintain a position log and other necessary files. ○ Coordinate to ensure that appropriate staff is available for operation of heavy equipment in support of response efforts. ○ Ensure that engineering staff are available to assist in inspecting damaged structures and facilities. ○ As requested, and in support of the Incident Action Plan, coordinate staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required. ○ Work closely with the Logistics Section to ensure required support equipment and materiel is requisitioned. ○ Establish and maintain communications with the utility providers (i.e. Southern California Edison) for the Tribe. ○ Determine the extent of damage to utility and transportation systems on the Reservation. ○ Coordinate with the Liaison Officer in the EOC to ensure that agency representatives from affected utilities are available to respond to the EOC. ○ Ensure that all information on system outages and other damages is consolidated and provided to the Situation Status Unit in the Planning Section. ○ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems. ○ Keep all Command and General Staff informed of any possible water contamination and consult with ESF-12, Utilities and Water on support issues. ○ Complete and maintain the Utilities Status Report. ○ Refer all contacts with the media to the Tribal Emergency Public Information Officer.

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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out time card and logs when directed/authorized by the Operations Section Chief.○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning Section, as appropriate.○ Be prepared to provide input to the hot-was and after-action report.○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Continue to support ESF-12, Utilities and Water, and the ESF-12 annex to the EOP.○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.