

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC INSPECTION TEAM LEADER

Position assumed by maintenance and operations or facilities staff available.

RESPONSIBILITIES:

Deploy District office inspection teams to inspect District office buildings.

Provide detailed damage/safety assessment information to the Operations Chief with associated loss damage estimates.

Maintain detailed records on damaged areas and structures.

Assist in recovery of District facilities by proposing possible options for repairs.

Coordinate with contractors to do job walks to obtain costs to make repairs for recovery.

ACTIVATION STAGE:

Fo/7w

Coordinate debris removal services as required.

Provide the Operations Chief and the Planning/Intelligence Chief with an overall summary of Inspection Team activities periodically during the operational period or as requested.

Coordinate all fiscal and administrative requirements through the Finance/Administration Section of the District EOC (notification of any emergency expenditures and daily time sheets).

Refer all contacts with the media to the Public Information Officer.

Prepare objectives for the Inspection Team for the subsequent operations period; provide them to the Operations Chief prior to the end of the shift and the next action planning meeting.

Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, team objectives for the next operational period, and any other pertinent information.

Provide to the Operations Chief, the detailed damage/safety meeting.)TjET.p(ge/y 2e rt