

POSITION #11, TITLE: Maintenance/Custodial

Direct Supervisor: Logistics Section Chief

Mission: To maintain the mechanical, electrical and plumbing aspects of the EDS and maintain cleanliness of the site. Key personnel for setting up and dismantling the EDS.

Qualifications: Maintenance/custodial experience preferred. Knowledge of mechanics, electricity, and/or plumbing. Able to perform physical labor.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Assist in site set-up.
- Assist in placement of EDS signage
- Assist security in setting up crowd and traffic control barriers

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Maintain cleanliness of site
- Ensure comfortable environment for staff and clients
- Maintain and repair site machinery, electrical, plumbing within capabilities.
- Stock bathrooms.
- Make sure walkways are passable during inclement weather.
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the site.
- Identify issues for After Action Report.
- Participate in de-briefing.