

MABAS (Mutual Aid Box Alarm System)-Illinois

Contract Position Description

SPECIFIC SKILLS AND RESPONSIBILITIES FOR THE CONTRACT POSITION OF:

Job Title: Operations Branch Chief

Effective Date: 8/15/2007

Position: Part-Time Contractor Services

Compensation: As determined by the MABAS Executive Board

Position Overview:

- Knowledge and experience of MABAS structure and operating systems.
- Knowledge and understanding of special operations team systems.
- Knowledge and understanding of MABAS box card system, Statewide Plan, and MABAS SOP's.
- Substantial experience in fire service operations.
- Ability to provide consulting services and has coaching skills.
- Has general knowledge of MABAS division dispatch operations.
- Has some training experience and ability to develop, execute, and debrief field exercises.

Essential Job Responsibilities:

- Reports to MABAS Deputy Chief Executive Officer.
- Coordinate operational matters between MABAS Divisions.
- Assists Incident Commander, Mobility Control Center Area Commander, or reports to the State EOC as MABAS representative during Statewide Plan activation by IEMA.
- Coordinates all special team (Haz-Mat, TRT, and Dive Rescue/Recovery) activities, including but not limited to intra and inter team training, exercises, statewide operational protocols, committee activities, and operational standards compliance.
- Coordination and liaison with IFSI validation activities of special operations teams, training and certification, personnel reimbursements, MABAS liaison with IFSI Training Committee.
- Assure special operations teams' readiness capacity and capability for recognition as a statewide team and inclusion in the Statewide Mutual Aid Response Flow Plan.
- Controller and MABAS coordinator of all Statewide Plan and/or IEMA recognized exercises.
- Prime field liaison, instructor and consultant to MABAS Divisions for the creation, coordination and updating of department MABAS box alarm cards.
- Prime coordinator and facilitator of MABAS Division primary and backup dispatch center operations, dispatcher training, dispatcher center exercises and the like.
- As directed by MABAS Chief Executive Officer.
- Prepares a monthly and annual report regarding the operational status of MABAS, its divisions and special operations teams.
- Accepts committee liaison assignments and provides staff support to same.
- Conducts field SAV's (Staff Assisted Visits).
- Coordinates and manages the receipt, training and deployment of equipment and systems to MABAS Divisions.

NOTE: This job description is not intended to be all-inclusive. Individual may perform other related duties as negotiated to meet the ongoing needs of the organization.