

HIRED EQUIPMENT TECHNICAL SPECIALIST (7700)
Duty Statement/ Roles and Responsibilities
(No. 67 September 2016)

The Technical Specialist – Hired Equipment (EQTS), works under the direction of the Plans Section Chief. The EQTS is the incident Subject Matter Expert (SME) regarding the policies and procedures that apply to Hired Equipment. The EQTS interacts with all sections of the Incident Management Structure.

Following is a list of expectations and EQTS position responsibilities:

- Maintain an inventory of incident hired equipment
- Ensure the Finance Section has all required documentation for prompt payment and processing
- Review shift tickets (CAL FIRE 297) for accuracy and completeness, advise line supervisors of needed corrections
- Ensure all line supervisors are submitting accurate shift tickets to Finance Section Time Unit Leader (TIME) at the end of every shift/operational period
- Assist resource supervisors with performance evaluations (CAL FIRE 230), provide thorough documentation, and incident recommendations
- Attend incident operational briefings
- Attend incident planning meetings
- Identify potential problems for early intervention
- Communicate with local Unit Hired Equipment Coordinators regarding local vendor issues

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- Advise Operations Section of excess resources in staging including ICS Type/kind/special equipment
- Review Check-In and Resources Unit displays, confirm resource location, provide intel identifying actual resource location on the incident
- Assist Ground Support with pre-use inspections (FC 291) and applying request numbers to private equipment
- Advise Planning Section of equipment already at the incident that may meet special needs assignments
- Identify Disabled Veterans Business Enterprise (DVBE) and Certified Small Business (CSB) vendors currently assigned to the incident and advise the Planning Section regarding their use and demobilization
- Advise Ground Support regarding incident hired equipment scheduled for demobilization
- Assist vendors through the demobilization process
- Assist Finance Section during the audit process
- Attend IMT/Unit transition meeting/advise the Unit as to hired equipment remaining at the incident.
- Discuss Unit Hired Equipment deficiencies/resources not found or unavailable in the Units local list