



Texas Emergency Medical Task Force

Position Description: TX EMTF Mission Tasking Technician

POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Mission Tasking Technician

Reports to:

The Mission Tasking Technician reports directly to the Mission Tasking Team Leader.

Supervises:

None.

Position Specific Requirements:

The Mission Tasking Technician is primarily responsible for assignment of staged units to respond or depart the staging area on a mission. The Mission Tasking Technician receives the assignment from the local jurisdiction, the M-IST or the EMS desk at the MOCs, gathers pertinent documentation, notifies the Strike Team Leader(s) / Task Force Leader(s), and ensures quick and appropriate response to a request.

Qualifications and Skills:

- + Ability to perform given tasks with minimal supervision
- + Possess a valid driver's license

Assigned Duties:

- + Receiving mission requests from approved sources
- + Assigning appropriate units based on level of care, capability and first-in/first-out basis
- + Gathering patient information, directions, point of contact information and other vital data and providing it in a condensed format to the responding units, prior to departure
- + Maintaining records of mission requests, unit assignments, and vehicle status
- + Perform additional tasks or duties as assigned