



FEMA

POSITION TASK BOOK FOR THE POSITION OF HAZARD MITIGATION ENGINEERING AND ARCHITECT SPECIALIST

Version: November 2021

Check the appropriate position type:

☐ Single Type ☐ Type 1 ☐ Type 2 ☐ Type 3

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
EMAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
EMAIL:
POSITION TASK BOOK WAS INITIATED:
LOCATION:
DATE:

Evaluator Verification

(Do not complete this form unless you are recommending the trainee for all-hazards certification.)

FINAL EVALUATOR VERIFICATION

I verify that _____
has successfully completed all tasks as a trainee and should therefore be considered for certification in this position. I also verify that all tasks are documented with appropriate initials.

FINAL EVALUATOR'S SIGNATURE:

DATE:

FINAL EVALUATOR'S PRINTED NAME:

TITLE:

DUTY STATION:

PHONE NUMBER:

EMAIL:

Documentation of Agency Certification

DOCUMENTATION OF AGENCY CERTIFICATION

I certify that _____
has successfully met all of the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive certification of his/her qualification.

OFFICIAL'S SIGNATURE:

DATE:

OFFICIAL'S NAME:

TITLE:

DUTY STATION:

PHONE NUMBER:

EMAIL:

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be certified for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors and tasks.

A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.
- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.
- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure that every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.
- The final evaluator is a leader who verifies that a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.
- Once the final evaluator has completed the Final Evaluator Verification, he/she forwards it to the Qualifications Review Board (QRB) along with supporting evidence that the trainee has completed all position requirements.
- After the QRB review, the AHJ completes the Documentation of Agency Certification form as appropriate.

Transferring Qualifications

- Personnel who have documentation of previous education, training or significant on-the-job incident experience may receive credit toward qualification for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.
- If an AHJ chooses not to accept a trainee's existing certification of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.
- An individual may hold multiple certifications of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Certification form) along with the completed PTB.

Position Task Book Competencies, Behaviors and Tasks

The PTB sets minimum criteria for certification for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors and tasks as necessary.

The PTB covers all type levels for a given position, but an AHJ may check only one “Type” box and work on only one type at a time. (The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.)

Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.
- All tasks require evaluation. Bullet statements within a task are only examples and do not need to be performed to have a task signed off.

PTB Task Codes

For each of the tasks listed in the Position Task Book (PTB), there are one or more codes describing the circumstances in which the trainee can perform tasks related to the position. If a task has multiple codes listed, it means the evaluator can assess the trainee on any of those circumstances as opposed to evaluating the trainee on all of the listed codes.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed on a full-scale exercise with equipment deployment under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed on an incident or event managed under ICS. Examples of incidents and events that may employ ICS include but are not limited to an oil spill, search and rescue, hazardous material response, fire and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event. *Note:* Assignment of Code R is not recommended. However, AHJs may add at their discretion to tasks added to NQS PTBs.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and certification. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s) or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled “Evaluation Record #” for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators’ qualifications before signing off on the PTB.

Evaluator’s name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title and the evaluator’s home agency.

Evaluator’s home jurisdiction address and phone: List evaluator’s home jurisdiction address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident and their kind (such as team, personnel and equipment) pertinent to the trainee’s PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1 or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee’s future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainee, as necessary.

Date: List the current date.

Evaluator’s initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator’s relevant qualification: List your certification relevant to the trainee position you supervised.

Evaluation Record Form

TRAINEE NAME:
TRAINEE POSITION:
Evaluation Record Number:
Evaluator's name:
Incident/office title and agency:
Evaluator's home jurisdiction address and phone:
Name and location of incident or simulation/exercise:
Incident kind:
Number and kind of resources:
Evaluation period:
Position type:
Recommendation: The above named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development: <input type="checkbox"/> The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for certification. <input type="checkbox"/> The trainee could not complete certain tasks or needs additional guidance. See comments below. <input type="checkbox"/> Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation. <input type="checkbox"/> The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.
Additional recommendations/comments:
Date:
Evaluator's initials:
Evaluator's relevant qualification:

HAZARD MITIGATION ENGINEERING AND ARCHITECT SPECIALIST

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Hazard Mitigation (HM) Engineering and Architect Specialist and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. For Stafford Act Section 404 mitigation, coordinate with HM grants and planning personnel, floodplain managers, and other National Flood Insurance Program (NFIP) stakeholders to ensure that work on HM grant program projects adheres to mitigation plans.	E, F, I, J		
2. For Section 406 mitigation, coordinate with relevant personnel, such as: <ul style="list-style-type: none"> ● Public Assistance (PA) Program Delivery Managers ● PA Site Inspectors ● Site Inspection Schedulers 	E, F, I, J		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Communicate HM program information

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Communicate HM program information to stakeholders, such as: <ul style="list-style-type: none"> ● Local, state, tribal, territorial, and Federal entities ● Professional organizations ● Private and nonprofit entities ● Public 	E, F, I, J		
4. Respond to inquiries from internal and external partners in a timely manner with accurate information: <ul style="list-style-type: none"> ● Status of mitigation projects ● Scheduling for site inspections ● Status of HM project cost estimates 	E, F, I, J		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. Behavior: Implement the HM program processes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Consult Authority Having Jurisdiction (AHJ) program regulations and applicable Federal Emergency Management Agency (FEMA) policies relating to HM: <ul style="list-style-type: none"> ● 44 Code of Federal Regulations (CFR) ● HM functional/program policy documents ● HM guidance documents ● Public Assistance Program and Policy Guide ● National Flood Insurance Program standards 	E, F, I, J, T		
6. Coordinate with supervisor to address and resolve Stafford Act Section 406 mitigation issues: <ul style="list-style-type: none"> ● Establish HM program development ● Conduct site inspections ● Ensure applicant HM education and coordination ● Develop Section 406 mitigation actions ● Address repair cost reconciliation issues 	E, F, I, J, T		
7. Perform administrative duties: <ul style="list-style-type: none"> ● Records management ● Data migration ● Contract responsibilities, as assigned by immediate supervisor 	C, E, F, I, J, T		
8. Provide design and engineering analysis to determine HM proposal scope and provide input for mitigation cost estimates.	C, E, F, I, J, T		
9. Provide technical assistance on HM grant program applications: <ul style="list-style-type: none"> ● Evaluate potential mitigation measures for technical feasibility and recommend alternatives, if necessary ● Evaluate proposed mitigation measures for cost effectiveness and propose alternatives, if necessary ● Evaluate cost effectiveness of proposed mitigation measures in function of building codes 	E, F, I, J		
10. Provide technical assistance to local, tribal, and territorial building code officials: <ul style="list-style-type: none"> ● Organize/attend technical workshops for building code and land use officials, contractors, designers, and trade workers 	E, F, I, J		
11. Review and interpret plans, blueprints, site layouts, specifications, and construction methods.	C, E, F, I, J, T		
12. Implement advanced HM program processes: <ul style="list-style-type: none"> ● Inspect and evaluate damaged structures and infrastructure ● Write site inspection reports ● Establish and promulgate consistency standards for site inspection reports 	E, F, I, J		

3b. Behavior: Gather, review, and organize disaster-related information for analysis and decision-making

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Work with immediate supervisor and HM Data Integration Specialist to create identifiers for all collected data and ensure data retention: <ul style="list-style-type: none"> ● Define quality assurance procedure outlining the methodology for data storage and classification (for example, file naming convention and versioning protocol) 	E, F, I, J		
14. Collect perishable data (such as high-water marks) required for later analysis: <ul style="list-style-type: none"> ● Coordinate with the AHJ and U.S. Geological Survey to collect, verify, and disseminate publicly available data ● Coordinate with PA Site Inspectors to collect high-water marks locally; coordinate with mitigation subject-matter experts to verify PA Site Inspectors' data accuracy 	E, F, I, J		
15. Coordinate with immediate supervisor to identify local, state, tribal, and territorial HM priorities.	E, F, I, J, T		
16. Obtain and evaluate available technical information relevant to the declared disaster, such as: <ul style="list-style-type: none"> ● Wind speed maps ● High resolution topographic maps ● Flood Insurance Rate Maps (FIRM) and Flood Insurance Studies (FIS), both effective and preliminary ● Burn severity maps ● Geologic hazard maps (such as landslide, slope stability, and debris flow) ● All applicable natural hazard maps 	E, F, I, J		
17. Conduct research to identify existing actions and projects in the HM plans and expedite development of innovative strategies: <ul style="list-style-type: none"> ● Use FEMA's HAZUS software and incorporate additional relevant locally-generated data, as available. ● Perform hydrologic and hydraulic studies and determine additional data requirements (such as new elevation data) ● Perform lower-bound benefit-cost analysis to determine initial viability of potential mitigation actions 	E, F, I, J		
18. Obtain and review operational priorities and local, state, tribal, and territorial HM strategy from immediate supervisor.	E, F, I, J, T		
19. Obtain, and then review, incident data collected to identify targeted areas for potential mitigation opportunities.	E, F, I, J		
20. Review, evaluate, and coordinate disaster-specific information, including engineering and analyses of disaster-impacted infrastructure.	E, F, I, J, T		

3c. Behavior: Conduct architectural and engineering studies and analyses

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Participate in preliminary damage assessments and site inspections: <ul style="list-style-type: none"> ● Perform architectural and engineering evaluations to support preliminary damage assessment reporting and conclusions 	E, F, I, J		
22. Conduct technical engineering reviews of infrastructure performance or failure, and recommend appropriate mitigation.	E, F, I, J		
23. Evaluate a variety of engineering systems and facilities (such as mechanical, electrical, transportation) for compliance with AHJ or FEMA policy and design guidelines (for example, P-361) within the specialty area.	E, F, I, J		

3d. Behavior: Provide advice and guidance on architectural concepts and practices

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
24. Develop cost estimates for proposed mitigation solutions when building specialist or architectural subject-matter expert input is necessary.	C, E, F, I, J, T		
25. Provide code and compliance analyses for the building envelope and compare to the Public Assistance Program and Policy Guide: <ul style="list-style-type: none"> ● Identify area-specific code issues and explain applicability to HM proposals (such as state-specific high velocity codes) 	C, E, F, I, J, T		
26. Review architectural designs for HM grant program to assess sound mitigation techniques and compliance with policy guidelines: <ul style="list-style-type: none"> ● FEMA P-361 storm shelters and safe rooms 	C, E, F, I, J, T		
27. Support and collaborate with stakeholder staff in identifying, developing, and reviewing mitigation projects for sound mitigation techniques.	C, E, F, I, J, T		

3e. Behavior: Advise and guide on HM program concepts, rules, regulations, and processes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
28. Serve as a subject-matter expert: <ul style="list-style-type: none"> ● Facilitate internal workshops on benefit-cost analysis, the Substantial Damage Estimator (SDE), and general risk assessment 	E, F, I, J, T		

3f. Behavior: Advise and guide on hydraulic/ hydrologic engineering concepts and practices

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Help benefit-cost analysis subject-matter experts develop event frequency data for use in their analyses.	C, E, F, I, J, T		
30. Collect data and information to define hydraulic problems and conduct flood analysis and hydraulic studies, such as: <ul style="list-style-type: none"> • Perform preliminary HEC-RAS hydraulic analysis to evaluate mitigation alternatives or to support applicant 	C, E, F, I, J, T		
31. Collaborate with stakeholders to identify, develop, and review Section 406 mitigation projects for best-practice mitigation techniques.	C, E, F, I, J, T		
32. Write technical reports presenting hydrologic/hydraulic, engineering, architectural, or hazard/risk study results: <ul style="list-style-type: none"> • Exploratory call • Recovery scoping meeting • Site visits 	C, E, F, I, J, T		
33. Summarize information gathered from meetings/studies and disseminate to stakeholders.	E, F, I, J		

3g. Behavior: Advise and guide on seismic engineering concepts and practices

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Review and analyze local building codes for applicability to project worksheets and HM proposals: <ul style="list-style-type: none"> • State seismic codes • FEMA Policy 204-078-2: Disaster Risk Reduction Minimum Codes and Standards • FEMA Recovery Policy FP-104-009-4: Public Assistance Required Minimum Standards • Additional state or locally-adopted standards 	C, E, F, I, J, T		
35. Analyze and quantify seismic risks, using HAZUS-MH methodology.	C, E, F, I, J, T		

3h. Behavior: Advise and guide on structural engineering concepts and practices

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
36. Review local and national building codes and advise on their relevance to project worksheets and HM proposals.	C, E, F, I, J		

3i. Behavior: Provide technical assistance relating to building codes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

37. Review project worksheets and HM proposals for building code compliance.	C, E, F, I, J		
38. Provide technical assistance to local building code officials: <ul style="list-style-type: none"> ● Review latest FEMA technical guidance ● Organize/attend technical workshops for building codes officials, contractors, designers, and trade workers 	E, F, I, J, T		

3j. Behavior: Provide benefit-cost analysis technical assistance to HM program

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Conduct, or help conduct and review, a benefit-cost analysis using AHJ-approved software and methodology for potential Section 406 mitigation or HM grant program projects.	C, E, F, I, J		
40. Develop and draft justification and narrative sections of benefit-cost analysis methodology and results: <ul style="list-style-type: none"> ● Prepare detailed reports supporting the accepted HM proposal reports and narratives 	C, E, F, I, J		

3k. Behavior: Provide technical support for review of HM projects

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
41. Review HM projects to determine their engineering feasibility: <ul style="list-style-type: none"> ● Evaluate risk reduction methodologies ● Review adherence to AHJ building and technical codes and regulations ● Review cost estimates and provide input 	C, E, F, I, J		
42. Provide engineering support services to other stakeholder teams on disaster-specific mitigation issues: <ul style="list-style-type: none"> ● Evaluate proposed alternative mitigation actions in ● HM proposals and quantify the evaluation by running lower-bound benefit-cost analysis 	E, F, I, J		
43. Support stakeholder review of architectural and engineering designs submitted for HM grant program project application: <ul style="list-style-type: none"> ● Evaluate risk reduction methodologies ● Evaluate proposed alternative mitigation actions and quantify the evaluation by running lower-bound benefit-cost analysis 	E, F, I, J		
44. For Section 406 mitigation, support consistent quality control for onsite inspection reports and HM proposals.	E, F, I, J		