



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
PUBLIC ASSISTANCE SITE INSPECTOR**

PUBLIC ASSISTANCE SITE INSPECTOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of PA Site Inspector and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Acknowledge and accept site inspection assignments using grant management software such as FEMA Grants Manager and Grants Portal.	E, F, I		
2. Conduct site inspections, following prescribed security and safety norms.	E, F, I		
3. Ensure that site inspection work orders allow enough time to complete all inspection and post-inspection activities: <ul style="list-style-type: none"> ● Upload all site inspection documents into grant management software 	E, F, I		
4. Gather and demonstrate the ability to use the appropriate tools to conduct each inspection: <ul style="list-style-type: none"> ● Camera ● Measuring tools ● GPS unit or mapping applications ● Sketching/drawing tools 	E, F, I		
5. Gather appropriate site inspection report forms and other damage-specific reporting forms for the relevant work category.	E, F, I		
6. Review site inspection work order details in the grant management software to ensure effective inspections; ensure the skills necessary to complete each inspection; perform pre-inspection activities: <ul style="list-style-type: none"> ● Set site inspection date and time ● Secure meeting location ● Provide estimated duration of site inspection ● Secure name and contact information for representative of the grant recipient, applicant, pass-through entity, or subrecipient (stakeholders collectively called “applicants”) ● Gather and review notes from the PA Site Inspector Task Force Leader about damage and other site information 	E, F, I		

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: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Ask applicants to review and show concurrence by initialing and dating each page of the report.	E, F, I		
8. At the end of a site inspection, ensure that all sections of the site inspection report are complete, including: <ul style="list-style-type: none"> • Special considerations questionnaire 	E, F, I		
9. Discuss with applicants the plan to repair the damage, including: <ul style="list-style-type: none"> • Whether repairs will change the site's pre-disaster design or function • The types of materials to be used in the repairs 	E, F, I		
10. Ensure that applicants acknowledge the accuracy of the measurements and quantities recorded in their report.	E, F, I		
11. Meet with applicants to set expectations about work orders and the approach to inspecting the damage.	E, F, I		
12. One day before a site inspection, call the applicant's representative to confirm appointment details, such as: <ul style="list-style-type: none"> • Meeting date, time, and location • Site(s) to be assessed • Repair status updates • Categories of permanent work repairs 	E, F, I		
13. Throughout each site inspection, discuss and confirm with applicants all damage captured in the site inspection report.	E, F, I		

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 time frame.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Arrive at the inspection site on time.	E, F, I		
15. Complete a sketch of each site to capture profile and cross-sectional perspectives on a permanent work site inspection report.	E, F, I		
16. Complete all relevant fields of the site inspection report while at the site.	E, F, I		
17. Confirm that the damage occurred during the incident period and that the incident caused it.	E, F, I		
18. Document all damage in an applicant's claim: <ul style="list-style-type: none"> • Description of the facility • Exact dimensions of the damage, including the specific materials affected and the size/capacity/model of damaged components • How the incident caused the damage 	E, F, I		
19. Maintain a descriptive list of the photos, including GPS coordinates and compass direction (such as east-facing or west-facing).	E, F, I		
20. Photograph the damage from multiple angles and perspectives, including closeups; photograph anything that raises a concern or warrants discussion with the PA Site Inspector Task Force Leader, including: <ul style="list-style-type: none"> • Damage that does not appear to result from the incident • Areas that do not appear to have been regularly maintained before the incident • Areas that do not appear to have been in active use before the incident 	E, F, I		
21. Upload all photos into the site inspection report in the grant management software.	E, F, I		
22. Use grant management software to submit the site inspection report to the PA Program Delivery Manager within two days of site inspection completion.	E, F, I		