**Job Description**

#### SENIOR ALARM TECHNICIAN

###### **ARGUS FIRE SYSTEMS SERVICE LIMITED**

#### THE ARGUS GROUP

1. **BASIC RESPONSIBILITY:**

As a support role to the Alarm Supervisor/Estimator. To install, repair maintain all types of fire alarm installations in accordance with Group policy.

1. **RELATIONSHIPS:**

Reports to: Alarm Supervisor/Estimator

Other relationships: Project Managers

Argus Management

Clients

All other on-site personnel

Public personnel

1. **AREA OF ACTIVITY:**

Wellington Region

1. **SPECIFIC OBJECTIVES:**

* To carry out installation and service, plus other duties within the area.
* Maintain a high level of service to customers.
* To ensure that all work is carried out efficiently.
* Adhere to Group policy and procedures at all times.
* To develop and maintain an understanding of Standards and Codes relevant to fire protection.
* To ensure all work carried out meets compliance with appropriate New Zealand Standards and / or legislation.
* To actively pursue new business and maintain goodwill with existing clients.
* To assist, plan and co-ordinate Group activities to most profitably utilise the Group’s resources in pursuit of its objectives.
* To carry out all activities with the profitability of the Group uppermost at all times, and to ensure paperwork is kept up to date, and is accurate.

1. **KEY TASKS:**

* Install new fire systems or relocate existing fire systems equipment in a clean and professional manner.
* Carry out fault repair or reconfiguration of fire systems as necessary.
* Achieve weekly / monthly set work.
* Complete all necessary documentation as required, per job.
* Work unsupervised.
* Maintain vehicle and standard Company dress code presentation.
* Any other tasks that may be required, from time to time.

1. **SKILLS REQUIRED:**

* Ability to work unsupervised.
* Problem solving – ability to identify and rectify problems.
* Technical/professional knowledge – fully skilled in all aspects of fire alarm installation, commissioning and testing.
* Communication – to communicate in a professional manner towards clients and senior management of the Group at all times.
* Performance management – maintain Group ISO procedures.
* Available to train and up skill if required, outside of work hours.
* Able to be contacted at all times.

**OTHER IMPORTANT ATTRIBUTES:**

* Understanding and Commitment to “The Argus Way”
* Positive attitude to work and to the Company.
* Capable, competent and have a good, polite positive manner at all times.
* Reliable, respectful, responsible to all parties concerned.
* Presentation – as a representative of the Group must comply with standard dress code.
* Must be contactable at all times.
* Must be able to train and supervise junior / intermediate technicians.

**7. MEASURE OF PERFORMANCE:**

* The ability to work within the hours specified for each job.
* Loyalty and enthusiasm towards Group objectives.
* Attention to the Group’s Health and Safety Policy.
* Attention to client health and safety policies.
* Performance on Company procedures.
* Loyalty, enthusiasm energy and drive.
* Personal development and educational advancement.
* Effort put in.
* The ability to perform duties in an accurate and timely manner.
* The lack of complaints from both internal and external customers.