# JOB DESCRIPTION

**WELLINGTON SPRINKLER SERVICE/MINOR WORKS TECHNICIAN**

**ARGUS FIRE SYSTEMS SERVICE LIMITED**

1. **BASIC RESPONSIBILITY:**

To install, repair and maintain all types of water spray systems and/or associated equipment in accordance with Company policy.

# RELATIONSHIPS:

Reports to: Sprinkler Service Supervisor

Direct Reports: Fitters and other site staff as Required. Other relationships: Argus Management

Site Project Management

Clients

All other on-site personnel Public personnel

# AREA OF ACTIVITY:

As defined by the Sprinkler Service Supervisor.

# SPECFIC OBJECTIVES:

* + To carry out installation and service, plus other duties within the area.
  + To maintain a high level of service to customers.
  + To ensure that all work is carried out efficiently.
  + To supervise Fitters and Projects
  + 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 paperwork is kept up to date and is accurate.
  + 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.

# KEY TASKS

* + Install new fire sprinkler systems or relocate existing fire sprinkler systems equipment, in a clean and professional manner.
  + Carry out fault repair or reconfiguration of fire sprinkler systems as necessary.
  + Carry out standard service testing and maintenance of all fire sprinkler systems.
  + 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.

# SKILLS REQUIRED:

* + Ability to work unsupervised.
  + Supervision and mentoring of site staff.
  + Communication – to communicate in a professional manner towards clients and senior management at Argus at all times.
  + Problem solving – ability to identify and rectify problems.
  + Performance management – maintain Company ISO procedures.
  + Technical / professional knowledge – fully skilled in all aspects of fire sprinkler installation, commissioning and testing.
  + Available to train and up-skill if required outside of work hours.

# OTHER IMPORTANT ATTRIBUTES:

* + Attitude to work – must reflect Argus as good service agent.
  + Capable, competent and have a good, polite positive manner at all times.
  + Reliable, respectful, responsible to all parties concerned.
  + Presentation – as a representative of Argus must comply with standard dress code.
  + Must be contactable at all times.
  + Must be able to train and supervise junior / intermediate sprinkler personnel.

# MEASURE OF PERFORMANCE:

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