# 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.