**Job Description**

**FIRE ALARM TECHNICIAN MINOR WORKS**

**ARGUS FIRE SYSTEMS SERVICE**

**1. BASIC RESPONSIBILITY:**

To assist with the install, repair and maintenance of all types of fire alarm systems and/or associated equipment in accordance with Company policy.

1. **RELATIONSHIPS:**

**Reports to:** Minor Works Alarm Supervisor

**Other relationships:** Argus Management

 Site Project Management

 Client

 All other on-site personnel

 Public personnel

1. **AREA OF ACTIVITY:**

As defined by the Minor Works Alarm Supervisor.

1. **SPECIFIC OBJECTIVES:**
* To carry out testing/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.
* 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.
1. **KEY TASKS**
* Install new fire alarm systems or relocate existing fire alarm systems equipment, in a clean and professional manner.
* Carry out fault repair or reconfiguration of fire alarm systems as necessary.
* Carry out standard service testing and maintenance of all fire alarm 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.

**6. SKILLS REQUIRED:**

* Ability to work unsupervised.
* 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.

**7. 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 during work hours.
1. **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 Group 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.