**Job Description**

**SPRINKLER PROJECT MANAGER**

**ARGUS FIRE SYSTEMS SERVICE LIMITED**

**THE ARGUS GROUP**

**BASIC RESPONSIBILITY:**

The Project Manager is responsible for the management of fire sprinkler installations in compliance with all statutory requirements and within industry practice whilst ensuring the agreed budgets and/or profits are met.

The Sprinkler Project Manager’s basic function is to ensure that the growth and profit plan is achieved and that its customers and suppliers hold the Company in high regard.

Included in this is the responsibility for the ongoing training of Technicians and ensuring the division keeps up with the latest technologies.

**RELATIONSHIPS:**

Reports to: Auckland Sprinkler Minor Works Manager

Immediate Sub-ordinates: Supervisory staff

Functional Contact: Group Accountant

 Associated Company/Division Managers

**DETAILED RESPONSIBILITIES:**

Sprinkler Project Manager is responsible for the following:

#  *Administration*

1. To plan and co-ordinate all Division’s activities to most profitably utilise and exploit the Division’s resources in the pursuit of the Division’s objectives, as agreed with the Alarms Manager.
2. To establish and operate clear and unambiguous organisation structure for the Division’s activities.
3. To ensure the Group policies as laid down from time to time are implemented.
4. To achieve budgets for orders, production, invoicing, production expenses, administration and selling expenses, profit earnings and finance.
5. To ensure that the highest ethical, technical and quality standards are maintained in all the Division’s activities.

# *Expenditure Control*

1. To adequately programme, direct and control his staff and the activities of their sections to achieve budget plans and sales, and production and profit within authorised expenditure limits.
2. To introduce and initiate cost reduction programmes and to regularly follow up to ensure their effectiveness.

# *Development*

1. To prepare a long-term plan for submission to the Sprinkler Manager to review this plan continuously and to achieve or better its targets.

# *Advertising and Public Relations*

1. To co-operate with and contribute to the activities of approved outside organisations and associations in the interests of the Division’s direct activities, indirect obligations and long-term programming.

# *Staff*

1. To provide enthusiastic, energetic leadership with disciplined control to promote staff initiative, enterprise, participation, and loyalty and Company interests.
2. To adequately plan and programme staff training activities and to supervise their being carried out.
3. To regularly review staff performances against agreed budgets and job performance checks and to keep proper and full records of these reviews.
4. To train an understudy and ensure line and functional Management do likewise.
5. To approve for recommendation to Sprinkler Manager, salary/wage increases and terms of employment for his staff.

# *Production*

1. To employ proper production programming, supervision and expenses control to meet sales demands, cost estimates and technical and quality standards.
2. To ensure correct plant maintenance and operating procedures are instituted and supervised.

#  *Stores Control*

1. To ensure adequate procedures are employed to properly account for stores, purchases, issues, and records and stock on hand.
2. To ensure adequate stocks within authorised investment limits are held to meet production programme requirements.
3. To institute supervised procedures to ensure stock purchases are both within authorised cost limits and investment allowances.

#  *Accounting*

1. To ensure correct procedures and recording systems are established and operational.
2. To ensure proper credit control and debt collection procedures are employed.

#  *Measure of Performance*

**The performance of the Project Manager will be measured mainly on the following factors:**

* The level of profit achieved against the profit planned.
* The level of financial control in relation to authorised limits.
* The quality of training and staff development in the Company.
* The standard of housekeeping and plant maintenance achieved throughout the vehicles and offices of the Division.
* The standard of sale work practices achieved measured by comparison of lost time hours against past results.
* The overall achievement of sales volume, production output, invoicing and developed projects, in relation to budgeted plans.
* The degree of expense control and cost reduction achieved.
* The absence of customer complaints, particularly in relation to quality and deliveries.
* The quality of reporting to the Auckland Sprinkler Manager.

**In addition, the following less tangible factors will be taken into account: -**

* Leadership and commitment to The Argus Way.
* Loyalty to the Company.
* Enthusiasm and drive.
* The morale of the company staff and the degree of co-operation and co-ordination within the Division and with associated divisions.
* Acceptance in the community generally, associations, clubs and social activities generally.