# JOB SPECIFICATION

# FIRE SYSTEMS DESIGNER

**ARGUS FIRE SYSTEMS SERVICE LIMITED**

**THE ARGUS GROUP**

**BASIC RESPONSIBILITY**

The Fire Systems Designer is responsible for the design of all types of fire protection systems and for administering the compliance documentation processes to ensure that the installed fire systems gain compliance with the relevant bodies. They are also responsible for the Installation and administration of Projects in the greater Auckland Region.

**RELATIONSHIPS**

Reports to: Sales/Sprinkler Contracts/Design Manager

Immediate Sub-ordinates Nil

Functional Contact: Division Managers

 Project Managers

 Service Coordinators

Fitters/Technicians

 Installation Subcontractors

**DETAILED RESPONSIBILITIES**

The Fire Systems Designer is responsible for the following:

**Design**

1. To produce accurate plans, calculations and supporting documentation for the installation, alteration and ongoing maintenance of the full range of active fire protection systems offered by Argus.
2. To carry out site surveys of existing fire system installations and produce as-built drawings and supporting documentation as needed.
3. To develop a drawing register to track and Index as-built drawings for projects completed by Argus. This is to include electronic archiving of drawings and in the case of old projects (pre­ CAD) archiving of the hard copy drawings.
4. To assist the Project Manager to create manuals for fire protection system installations (excluding alarms systems, although assistance is to be provided where practicable).
5. To create a register / booking system to allow internal clients to book design work. This register Is to be used to manage the design workflow including tracking projects that have been farmed out to sub-contract designers.

**Compliance**

1. To produce the necessary documentation to gain compliance for the installation and alteration of the full range of active fire protection systems offered by Argus.
2. To manage the compliance process to ensure that documentation is submitted in a timely manner and compliance is achieved on time.
3. To assist with the development a register to track the compliance documentation for installations using MS SharePoint.

**Special Hazards**

1. To develop familiarity and competence with the available range of special hazards products available to Argus, in terms of operation, design, Installation and ongoing maintenance of these systems.
2. To assist the Group Engineer with selling, designing, project managing and commissioning special hazard systems.
3. To assist the Group Engineer to provide technical support to the business for special hazard systems.

**General Technical Support**

1. Develop familiarity and competence with the features, operation, code/standard requirements, design, installation and maintenance of water based fire protection systems (sprinkler systems, preaction systems, deluge systems, foam systems, hydrant systems, pumps, fire hose reel systems).
2. Assist the Group Engineer with providing technical support to the business for water based fire protection systems.

**Project Management**

1. The implementation of goals, objectives, policies, procedures and work standards.
2. Ensure that the companies policies and procedures are being followed, that goals and objectives are met, and that services are being provided efficiently and effectively; take corrective action as necessary.
3. Assist with the financial well-being of the division by analyzing cost effectiveness and

directing cost control activities; prepare, submit and justify forecasts. Ensure revenue and profitability targets are met.

1. Responsible for managing the integrity of the division's account receivables by ensuring that any account and customer enquiries arising from work carried out by the division are attended to promptly.
2. Serve as the Company representative with a variety of public, business and community organisations and foster collaborative relationships to the benefit of the Company
3. Ensure all work is adequately controlled and supervised to meet the requirements of the customers and to meet job time and cost budgets.
4. Establish, recommend and implement policies to ensure quality, timely and efficient design of
5. customer-oriented services.
6. Maintain job costing systems and to prepare monthly claims and costs to complete for contracts jobs.
7. Ensure all job records are captured and Invoiced correctly.
8. Plan, organise, administer, review and evaluate the work of subordinate professional, technical, office support and operational staff through subordinate levels of supervision.
9. Oversee the management of responsible care of company property, inventory, tools, supplies, and vehicles.

**General**

1. To ensure that the highest ethical, technical and quality standards are maintained at all times.
2. Any other tasks that may be assigned from time to time by the Group Engineer.

**MEASURE OF PERFORMANCE**

The performance of the Fire Systems Designer will be measured mainly on the following factors:

1. The quality of designs and drawings taking into account presentation, clarity of information, ease of installation, accuracy cost effectiveness of the design and timeliness.
2. The compliance process for new Installations and alterations being clearly managed and compliance being achieved on time.
3. Designs and manuals being delivered on time.
4. On time delivery of design for the installation of special hazard systems.
5. Gain in competence and experience with regard to all aspects of active fire suppression systems and the subsequent demonstrated ability to provide technical support to the organisation in these areas.
6. The absence of customer complaints, particularly in relation to quality and deliveries.
7. The level of profit achieved against the profit planned.
8. The level of financial control in relation to the authorised limits.
9. The standard of housekeeping and plant maintenance achieved throughout the vehicles, plant and equipment and offices.

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

1. Loyalty to the Company.
2. Enthusiasm and drive.

(c) Ability to work successfully with the company staff and the degree of co-operation and co­ ordination within the Company and with associated companies.