**Job Description**

#### COMPLIANCE TESTER

###### **ARGUS FIRE SYSTEMS SERVICE LIMITED**

#### THE ARGUS GROUP

1. **BASIC RESPONSIBILITY:**

To test and maintain alarm systems, sprinkler and diesel pumps. Support role to the Sprinkler and Alarm Technicians. To overhaul sprinkler valve sets, repair, maintain all types of fire sprinkler installations, hose reel and extinguishers and alarm systems in accordance with Company policy.

1. **RELATIONSHIPS:**

Reports to: National Compliance Manager

Other relationships: Waiikato Manager

Sprinkler and Alarm Technicians

Office Staff

Argus Management

Clients

All other on-site personnel

Public personnel

1. **AREA OF ACTIVITY:**

Waikato Region.

1. **SPECIFIC OBJECTIVES:**

* To carry out testing/installation and service, plus other duties within the area.
* 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 all work carried out meets compliance with appropriate New Zealand Standards and / or legislation.
* To actively pursue new business and maintain goodwill with existing clients.
* 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, and to ensure paperwork is kept up to date, and is accurate.

1. **KEY TASKS:**

* Carry out standard service testing and maintenance of all fire systems.
* Carry out fault repair or reconfiguration of fire systems as necessary.
* 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.

1. **SKILLS REQUIRED:**

* Ability to work unsupervised.
* Problem solving – ability to identify and rectify problems.
* Technical/professional knowledge – fully skilled in all aspects of fire alarm installation, commissioning and testing.
* Communication – to communicate in a professional manner towards clients and senior management of the Group at all times.
* Performance management – maintain Group ISO procedures.
* Available to train and up skill if required, outside of work hours.
* Able to be contacted at all times.

**OTHER IMPORTANT ATTRIBUTES:**

* Positive attitude to work and to the Company.
* Capable, competent and have a good, polite positive manner at all times.
* Reliable, respectful, responsible to all parties concerned.
* Presentation – as a representative of the Group must comply with standard dress code
* Must be contactable at all times
* Must be able to train and supervise junior / intermediate technicians.

**8. 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 Company 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.