



Position Title: Field Project Manager

Division: ASI Security

Employment Type/Status: Full time – Non Exempt

Reports to: Chief Operating Officer

The Field Project Manager is a position that requires attention to detail to effectively track customer satisfaction and job schedules daily to meet operational demands.

Responsibilities:

- Conducts maintenance and service work of existing Electronic Security Systems (ESS) to include, but not limited to, access controls, intrusion detection, and camera systems. Specific systems include, but not limited to: Lenel, Bosch, MDI, American Dynamics, DMP, etc.
- May install security devices and infrastructure at times in accordance with installation plan according to the national electric code, company, and customer guidelines.
- Assists with security system programming and setup.
- Conducts testing to ensure proper operation of equipment after installation or repairs.
- Conducts testing of system to the signal-receiving center to properly establish service.
- Coordinates installations with police/fire departments/AHJs and handles necessary records for notification of emergency calls.
- May help prepare estimates in accordance with prescribed instructions or directions from supervisor.
- Conduct End-User training.
- Works safely and responsibly to avoid injuries, damage to property, loss of unused materials and cleans up installation debris.
- Oversee programming, installation, testing, troubleshooting, and maintaining low voltage electronic projects.
- Oversee various security programs including IDS (Intrusion Detection Systems), ACS (Access Control Systems), CCTV, and Alarms from a project management perspective as well as small installations.
- Performs other duties as required.

Requirements:

- Strong customer service skills, decision making skills, organizational skills, positive attitude, excellent follow-through, and an ability to learn quickly in order to execute day-to-day office operations.
- Ability to communicate effectively, orally and in writing, while establishing and maintaining cooperative working relationships.
- Demonstrate job prioritization with the ability to identify top priority needs and adjust accordingly by rescheduling and communicating with customers and technicians.
- Experience installing, inspecting, troubleshooting and repairing of commercial and/or industrial integrated / electronic security systems for complex low voltage intrusion, access control, CCTV and digital recording systems.
- Ability to read and interpret blueprints, diagrams, submittals, specifications, software/systems programs, schematics and operational product manuals.
- Capable of using hand and power tools to properly mount and secure equipment.
- Excellent computer and mathematical skills.

- High School diploma or equivalent.
- Ability to work independently with minimal supervision.
- Must be able to pass a drug and background check.
- Must have or be able to obtain Virginia DCJS

Roadmap (12 month):

- Months 1-3: Begin familiarizing with ASI systems, core values, and goals. Begin familiarizing with ASI processes, procedures, products, and programs. Assist technicians in the field for experience on equipment and ongoing projects with the main focus being security.
- Months 4-6: Sign up for Nicet Level I Fire Exam to (to be taken no later than Sep-Nov). Research Lenel training dates for future scheduled classes. Begin working with the design team to understand ongoing and future projects. Assist technicians in the field for experience on equipment and ongoing projects with the main focus being security. Review of current progress and expectations from Months 1-3.
- Months 7-9: Understanding on ongoing projects. Assisting and coordinating aspects of ongoing projects. Assist technicians in the field for experience on equipment and ongoing projects with the main focus being security. Complete Nicet Level 1 Fire exam. Review of current progress and expectations from Months 4-6.
- Months 10-12: Understanding of ASI’s project process, actively coordinating and closing projects where applicable. Begin Nicet Level II Fire Certifications. Review of current progress and expectations from Months 7-9.

PHYSICAL REQUIREMENTS:

ACTIVITY	NOT APPLICABLE	OCCASSIONALLY	FREQUENTLY	CONSTANTLY
Standing		√		
Walking		√		
Sitting		√		
Reaching		√		
Crawling		√		
Climbing		√		
Bending		√		
Kneeling / Squatting		√		
Pushing / Pulling		√		
*Lifting		√		

*May be required to lift items up to 75 pounds.

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I have read and understand the above job description.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____