



Position Title: Installation Technician Assistant

Division: Security

Employment Type/Status: Full Time, non-exempt

Reports to: Operations Support Supervisor

The Installation Technician Assistant supports in establishing and retaining electronic security systems on various systems and with multiple customer programs. This position is responsible for learning and developing the skills for installing and maintaining security systems and/or fire alarm wiring and equipment and to ensure that work is in accordance with relevant codes.

Responsibilities:

- Assist with programming, installation, testing, troubleshooting, and maintaining low voltage electronic security components.
- Collaborate with install of required cabling, access control, surveillance, and alarm systems.
- Developing skills to understand and analyze design documentation and system data to plan and execute installation and maintenance activities.
- Develop proficiency in various security programs including IDS (intrusion Detection Systems), ACS (Access Control Systems), CCTV, Alarms, etc.
- Support in high-quality device and component installation activities and maintenance activities.
- Participate in configuration of servers, workstations, panels, and other programmable components.
- Acquiring skills for implement testing to verify high quality installations.
- Assist in testing to identify and correct system problems at component and systems levels as part of sustainment activities.
- Install system raceway and system cabling.
- Learn to Terminate and test system cabling and all components.
- Establish status of equipment racks, enclosure, panels, and all mounting hardware components.
- Perform as a reliable contact for field operations with the customer representatives.
- Build and maintain strong customer and vendor relationships.
- Adhere to all state and federal laws and regulations regarding safety and health.
- Develop an understanding of standard operating procedures for efficient business operations.
- Maintain clear and accurate operator document/procedures for reference purposes.
- Represent the company in a professional image, both in personal and vehicle performance.
- Ensure compliance with company standards and procedures.
- Participate in training and certification activities as needed.
- Perform additional duties as determined by the Company.

Requirements:

- High School Diploma or GED, and Technical Certificate (preferred, but not required).
- Three (3) plus years of relevant work experience required.
- Lenel Certification a plus
- DMP certification a plus.
- Current DCJS registration a plus.
- Demonstrated ability to work collaboratively with others.
- Excellent communication and time management skills.
- Must be legally entitled to work in the United States.
- May be required to provide a DMV record.
- May be required to obtain a security clearance (depending upon contract).

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 50 pounds.

ENVIRONMENTAL CONDITIONS:

Over 50% of the time is spent working inside an environmentally controlled office, of which noise level is usually quiet to moderate. Vehicle and/or air travel may be common. Over 50% of the time is spent working outside, including exposure to various climates and conditions. Safety equipment and gear may be required.

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I have read and understand the above job description.

Employee's Signature

Date