

Job Description

Fire Technician

Position: Fire Technician

Reporting to: Technical Manager

Summary:

This document focuses on stating and defining the job description for the position of Fire Technician so the employee is fully conversant with the Company expectations.

This description seeks to capture all aspects of the Fire Technician position yet it is to be acknowledge that there will be additional duties and requirements pertaining to the job description that are not specifically listed.

Job Description:

1. The purpose of this role is to provide technical expertise to allow the completion and documentation for the inspection and testing requirements of various building systems and features pertaining to the issue of a Building Warrant of Fitness as directed by the Office Manager in accordance with the relevant New Zealand Standards.
2. To assist where possible in growing the Property Brokers Compliance Limited business through client satisfaction, personal presentation, sales and job completion to the highest standards.
3. To represent Property Brokers Compliance Limited and the parent company Property Brokers Limited business as a whole in the best possible manner at all times.
4. To expand and share their knowledge through specific industry training, on job training, attendance of Technical Meetings and group discussions.

General Duties:

1. To undertake monthly testing and annual surveys of Building Warrant of Fitness systems and features to the requirement of the relevant Standards. These include (but are not limited to) fire sprinkler systems, fire alarm systems, emergency lighting systems, fire hose reels and extinguishers, passive features.
2. To ensure the timely completion of all allocated testing and remedial works and assisting where required to ensure 100% planned maintenance completion every month.
3. To follow Company documentation requirements and to accurately record all test results, system defects, afterhours call outs through the use of the iPad and the SimPRO System. All documentation is to be detailed, accurate and timely to allow accurate billing and provide a record of work-flow and testing.
4. To assist the overall business in driving the planned maintenance, evacuation and compliance business forward, achieving targets in conjunction with the various Stake Holders and by growing revenue through efficiency and accuracy.
5. To provide the highest levels of service delivery and technical expertise ensuring that the company or our clients are not placed at risk.
6. To support and build an environment orientated towards trust, open communication, creative thinking and the development of the overall team.
7. To identify new business opportunities for planned maintenance, business acquisitions and growth. Reporting to the Stake Holders as appropriate.
8. To conduct trial evacuations of buildings.

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9. To hold and maintain a valid NZ drivers licence applicable to the role.
10. To ensure all times that your professional level, including qualifications, are maintained to meet the required standards to operate in the industry and comply with all rules and regulations relevant to your skills, qualifications and position.
11. To not bring the Property Brokers Compliance Limited or parent company, Property Brokers Limited, in to disrepute.
12. To keep the culture of the Company and maintain a work environment of fun, team work, focus and dedication.
13. To provide sound advice, guidance, technical support and to help all Property Brokers Compliance Limited customers, office and field staff.
14. To ensure your dress, personal presentation and conduct is of the highest standard applicable to the task at hand. It is imperative that the image of Property Brokers Compliance Limited, and Property Brokers Limited in general, is maintained and where possible improved.

Vehicles:

Where a company vehicle is issued to you to allow the completion of your work duties, the below should be observed in addition to any other Policy Requirements.

1. Kept clean both externally and internally.
2. Monthly vehicle inspections are completed and documented.
3. Kept in a legal roadworthy condition.

Health & Safety:

1. To always comply with the Company Employment Health & Safety Policies and applicable legislation.
2. To always conduct yourself and complete your duties in a safe manner taking consideration of your work environment, clients and the public.
3. To maintain a Site Safe Construction or maintenance passport as applicable to the role.
4. To attend EH&S meetings as directed.
5. To recommend any improvements to the Employment Health & Safety processes and practices.
6. For the avoidance of doubt, any vehicle driven on behalf of the Company is to be driven at all times in accordance with the New Zealand Road Code and road rules.
7. Property Brokers Compliance Limited has a zero drug and alcohol policy in terms of driving vehicles as well as while on duty.

Ethics:

It is a requirement for all Property Brokers Compliance Limited staff to conduct themselves in an ethical manner, be accurate in their reporting, time management, use of materials and company resources both for the betterment of the Company and Clients. All staff are responsible for contributing and maintaining the ethical culture within the Company and to provide guidance where required. To make ethical conduct a personal outcome by clear demonstration.

Afterhours Call Outs:

It is a requirement for all field based staff under this Job Description to be part of the on call roster – copy of which is available upon request. Remuneration is laid out in the Individual Employment Agreement, and is subject to change following consultation.