

**POSITION TITLE:**

Security Installer

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**JOB PURPOSE:**

This position performs the tasks necessary to install and test security systems including intrusion, Access Control, IP Video and all related equipment in a commercial environment.

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**ESSENTIAL FUNCTIONS:**

- Perform installation work including but not limited to intrusion, access control, IP video installs, and service changes and support in customer places of business.
  - Troubleshoot and repair services of installed systems.
  - Possess ability to pull and terminate cable and wires.
  - Appropriately manage difficult or emotional customer situations and respond promptly to customer needs.
  - Respond to requests for service and assistance in a timely manner.
  - Perform on-call duties as required.
  - Possess proficient knowledge of computer software, hardware, network infrastructure and IP schemes.
  - Communicate effectively and professionally in all forms of communication with internal and external customers
  - Adhere to Time Management Systems' privacy guidelines to ensure each customer's privacy
  - Maintain regular attendance as required by your position
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**ADDITIONAL FUNCTIONS AND RESPONSIBILITIES:**

- Function as an effective team member while supporting the efforts and concepts of other departments.
- Support the mission, vision, and values of Time Management Systems.
- Apply personal ethics, honesty, initiative, flexibility, responsibility and confidentiality in all areas of responsibility.
- Possess an enthusiastic, energetic, self-motivated, and detail-oriented approach towards work and all work projects.
- Possess strong problem solving and decision making skills while using good judgment.
- Multi-task and change from one task to another without loss of efficiency or composure.
- Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
- Identify opportunities for improvement while creating and implementing viable solutions
- Actively follow Time Management Systems' policies and procedures.
- Perform other duties as assigned.

Note: Management reserves the right to assign or reassign functions and responsibilities to this job description at any time.

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**EXPERIENCE AND EDUCATION:**

- HS Diploma/G.E.D. required.
  - Experience with commercial structures required.
  - Maintain a current and valid driver's license and good to excellent driving record. A DUI within the last 5 years disqualifies you from employment in this position.
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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- The employee is occasionally required to reach with hands and arms, stoop, kneel, or crouch. The employee may occasionally lift and/or carry loads of up to 70 lbs.
- The noise level in the work environment is moderate to loud.
- Employees may be required to work in excess of 40 hours per week and other than normal business hours, such as holidays, evenings and weekends as business demands.
- In-person visits to a customer's place of business are normal in the performance of this job. Specific abilities required include accessing a customer's place of business by stairs or elevator, operating doors or other entrances, navigating hallways and buildings, etc., and adapting successfully to a constantly changing environment.
- Employees may be required to work in excess of 40 hours per week and other than normal business hours, such as holiday, evenings and weekends as business demands.
- Must be able to climb ladders and other structures with proper equipment.
- Must be able to work from elevated heights and in tight spaces such as attics and crawlspaces.

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**REPORTS TO:** VP of Sales  
**WORK GROUP:** Operations

**WAGE TYPE:** Non-Exempt

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for the job.

**Time Management Systems will make reasonable accommodations in compliance with the Americans with Disabilities Act.**