



## **JOB DESCRIPTION**

### **Job Title**

CCTV & Security Install Engineer

### **Location (s)**

Clarke Infinity Ltd, Radford Business Centre, Radford Crescent, Billericay, CM12 0DP

Working across Essex, the East of England and occasionally further afield

### **Job Purpose Summary**

The role is primarily to design, program, install, service and maintain CCTV, access control and security systems in residential and commercial projects. In addition, the CCTV & Security Install Engineer works alongside the Audio Visual Engineers assisting with home cinema and home automation installations.

### **Position Reports to**

The Projects Manager

### **Primary Responsibilities and Main Duties**

- Design, programming, installation of home security systems including CCTV, access control and security systems
- Installing at first and second fix level in the constructing of cinema rooms, home automation, lighting solutions and multi-audio systems (supporting the AV team)
- Rack building
- Maintenance and service of CCTV systems
- Provide training on-site to the end user
- Service calls and fault finding
- Installing access control
- To become fully conversant with other areas of the business and office procedures
- To be flexible in order to undertake the many different areas of work that are required, such as project work, producing reports etc.
- To produce accurate work to a high professional standard paying attention to detail
- To maintain a clean, tidy and safe working environment
- Maintain computer security and backups or other procedures as instructed
- Completion and submission of required paperwork
- Adhere to relevant Health & Safety and codes of conduct in the workplace
- Responsible for company vehicles, tools and stock
- Taking photos of projects and submitting them for marketing purposes including social media
- Attend regular team meetings

The above is not an exhaustive list of all accountabilities, which the role holder may have and develop over time.

### **Personal Standards**

The ideal candidate must:

- treat all information and knowledge gained in the workplace as confidential
- be prepared to work both individually and as a team member
- work in a cheerful, polite, respectful and professional manner
- dress in company uniform (shirt provided)
- conduct themselves at all times in accordance with the Clarke Infinity Conditions of Employment and any reasonable general policy statements that may be issued by the Directors of Clarke Infinity

### **Personal Skills and Experience**

The ideal candidate must:

- Have proven electrical / electronic skills
- 2 Years proven experience in service/maintenance and installation of CCTV and Security Installations
- Full clean UK driver licence
- Understanding of technical drawings and documentation
- Good organisational and communication skills
- Understanding of digital network integration
- Computer and technology skills
- Control4 experience beneficial but not essential, dealer training will be provided
- Knowledge of relevant legislation and regulatory requirements
- Have the ability to successfully work under pressure and to deadlines
- Be dependable and punctual
- Be flexible and have an adaptable approach to work
- Be available for some weekend work

The attributes and skills listed above are not exhaustive but detail those most necessary for the role holder to possess.