

<b>Job title</b>	Installation Engineer – Fire, Security, Networks Projects
<b>Group Company</b>	Converge Technology Ltd
<b>Region</b>	Midlands
<b>Reports to</b>	Project Supervisor/Senior Installation Engineer
<b>Direct Reports</b>	N/A

### The Role

The operations team is an integral part of the GBE Converge business. The role on Installation Engineer is responsible for cable pulling, laying and associated testing, and fixing errors.

As a Junior Installation engineer, you will learn about networks, installing data systems, CCTV, and access control systems from small jobs to major projects and will assist Installation Engineers.

As an experienced Installation Engineer, you will coordinate and carry out the installation in accordance with the required specification and in line with all GBE Converge policies and procedures.


### Duties and responsibilities

#### Junior Installation Engineer

- Assist with onsite 1<sup>st</sup> fix and 2<sup>nd</sup> fix installation, of Fire Detection & Alarm Systems, PAVA Systems, CCTV, Access Control, Intercom, Disabled Refuge/Toilet Alarms, Intruder Alarm Systems and Data Cabling (Networks) and Fibre cabling
- Assist with containment installation, skills include steel wire basket, cable tray, conduit (plastic and metal) and trunking (plastic and metal)
- Assist with fault finding and rectification of issues on site, including proactive liaison with colleagues to find a solution
- Assist with terminating and testing of cabling
- Assist with completing reports for all projects
- Continued training both inhouse and external training
- Delivering excellent customer service to GBE Converge clients and customers
- Other responsibilities as assigned by the Project Supervisor, Project Manager or Operations Manager

#### Installation Engineer

- To coordinate installation activities to ensure they are carried out in a controlled manner and in accordance with the Company's documented procedures and processes plus any statutory and regulatory requirements that may apply.
- To assist with the commissioning and client handover.

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- Carry out installations to Fire & Detection, Access Control, Door Entry, Intruder Alarm, CCTV Systems, Data Networks and other associated systems to the required standards and regulations.
  - To ensure adherence to all company policies – including those for quality, health & safety, and the management to false alarms.
  - To assist in the production of the 'As Fitted Drawings' to ensure that all drawings are correctly marked up with wiring routes, Db levels and device location across all disciplines.
  - On occasion, to conduct site surveys in conjunction with a project manager, giving due consideration to all applicable fire and security risk factors.
  - Attend client and customer meetings to support the site team and as requested by the project manager.
  - Ensuring that the installation proceeds on time and in line with the program of works.

## Person Specification

### Essential

- Excellent communication skills including preparing and delivering presentations
- Good knowledge of MS products, Word, Excel, PowerPoint and confident using IT software
- Excellent attention to detail, sound problem-solving skills, and analytical thinking with demonstrable experience of delivering action plans to resolve issue and remedy disputes
- Physically fit and confident at working at heights
- Have flexibility around working hours, there will be working outside of normal hours and at weekends
- Willingness to work in different locations around the UK
- Willingness to work at different locations within Europe
- Enthusiastic and self-driven
- Available to attend training courses
- Should be able to demonstrate good communicative skills, written, over the telephone and face to face
- English language (written & verbal) and mathematics to a GCSE level or equivalent.
- Full UK Driving License (clean)

### Desirable

- CSCS card (or equivalent)
- Previous experience of working within Fire, Security or Data Infrastructure.
- Educated to C&G or NVQ 3 or relevant experience.

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit, and business need

## Group Compliance

As part of the company's compliance to The Health & Safety at Work Etc Act 1974, ISO9001 for Quality, ISO14001 for Environmental and ISO27001 for Information Technology, there are several key objectives that are issued each year upon management review that we expect all staff to work towards in order for the company to meet these objectives and include but are not limited to:

- Compliance to all legislative and British Standard requirements
- Compliance to associated accreditation bodies schemes from NSI, BAFE, LPCB, FIA and others as required.
- To maximise customer satisfaction with the services provided by GBE Converge
- Working to reduce, renew & recycle any waste on and off our sites including our offices
- To protect the environment and ensure use of toxic materials is avoided where possible



- Staff will work to a best safe practice and ensure that their actions do not cause harm unto themselves or others
- Staff will not tamper with any issued PPE or plant machinery that it may cause harm unto themselves or others
- To ensure all minimum training requirements are met in compliance with the relevant ISO standards.
- To ensure that any Information Technology 'incidents' are effectively reported and resolved in a timely fashion (internally or externally)
- Maintain clear desk and screen at all times.
- Compliance to ensure no deliberate breaches in security information and/ or systems

### **Working conditions**

The physical environment requires the employee to at site locations around the UK and may involve travel to Europe from time to time.

Construction site locations will involve both inside and outside working environments and the employee will be required to use personal protective equipment, supplied by GBE Converge.

The employee will at times be required to work late into the evening, nights, weekends, and public holidays and may be required to spend time away in order to fulfil the job role.