



Lead Security Technician

EEOC Job Classification:	Technicians
Department:	Maintenance and Service
Supervisor/Reports To:	M&S Project Manager
Updated:	09/2023
Approved By:	Human Resources

The Lead Security Technician coordinates the work and activities of on-site personnel, monitors and reviews information from materials and/or events to detect and assess problems and verify conformance to standards for Integrated Security Solutions.

While ISS is based out of Kalispell, Montana, our organization operates on jobsites in all 50 states, four U.S. territories, and internationally based on awarded contracts. Technicians are required to travel to - jobsites as assigned to perform installations of security systems. This position is 70-80% travel. All travel related expenses are covered by ISS including lodging, airfare, vehicle expenses and transportation and daily government rate per diem on top of base pay.

Essential Duties

- Compile operational and personnel records, such as time and production records and test results.
- Conduct or arrange for worker training in safety, repair and maintenance techniques; operational procedures and equipment use.
- Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
- Determine schedules, sequences and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Inspect test and measure completed work, using devices such as hand tools and gauges to verify conformance to standards and repair requirements.
- Interpret specifications, blueprints, and job orders in order to construct templates and lay out reference points for workers.
- Patrol and monitor work areas and examine tools and equipment in order to detect unsafe conditions or violations of procedures or safety rules.
- Requisition materials and supplies, such as tools, equipment and replacement parts.
- Maintain open communications with ISS personnel and customers in order to coordinate work activities, resolve any employee grievances, and identify and review resource needs.
- Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs.
- Investigate accidents and injuries and prepare reports of findings and notify Company Safety Officer.
- Monitor tool inventories including the condition and maintenance in order to ensure adequate working conditions.
- Design equipment configurations to meet personnel needs.
- Perform skilled repair and maintenance operations using tools of the trade.



- Conduct morning safety briefs.
- Complete daily reports depicting daily activities to appropriate Project Manager.
- Maintain inventory at jobsites.
- Support and prepare for any testing and training procedures.
- Perform redlines to any design drawings.
- Attend weekly management meetings and other meetings as assigned in-person and/or via electronic media with customers.
- Review, update, and implement scheduled project timelines.
- Lead onsite training.
- Facilitate onsite testing alongside customers.
- Engage in daily decision making to prioritize multiple job tasks.
- Solve problems and concerns with or without available precedents, guidelines, or policies by drawing from experience, research, and input from peers, management, and other problem-solving alternatives.

Required Skills

- Must be able to satisfactorily complete all essential functions of the position with or without reasonable accommodation.
- Must have a comprehensive knowledge of integrated security systems.
- Must be willing to participate in and pass pre-employment and random/periodic drug screening test, background check, and have the ability to obtain a US security clearance.
- Ability to communicate effectively in both oral and written communication.
- Communicate with individuals outside the Company, represent ISS to customer, the public, government, and other external sources.
- Communicate effectively with ISS upper management, peers, subordinates, and other staff members working as part of a team to contribute to company goals.
- Ability to define problems, collect data, establish facts, and draw conclusions.

Education and Experience

- Required – Two to five years of work-related skill, knowledge, or experience needed for this position.
- Required – Valid driver's license and clean driving record.
- Required – OSHA 30 course completion.
- Required – Systems Integrator on 2 or more platforms.
- Preferred – AS or BS Degree, or ongoing educational advancement in related field.
- Preferred – Project Management certification.

Supervisory Responsibilities



The Site Superintendent reports directly to the department Project Manager. This position oversees and provides supervision for Security Technicians I-III on jobsites.

Physical Requirements

- Standing/Walking – Frequently (above 90%)
- Crouching/Kneeling – Frequently (above 90%)
- Sitting – Occasionally (50% or less)
- Lifting up to 25 lbs – Frequently (above 90%)
- Lifting up to 50 lbs – Regularly (Above 50%)
- Exposure to inclement weather below freezing and above 100 degrees Fahrenheit – Regularly (Above 50%)
- Climbing – Frequently (Above 90%)
- Bending, twisting, pulling and reaching – Frequently (Above 90%)
- Use of personal protective and safety equipment is required; including but not limited to hard hat, safety glasses, high-visibility clothing, fall protection, and closed-toe shoes.

Job Type: Full-time

Benefits

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Paid holidays
- Short-term disability insurance
- Long-term disability insurance

Schedule:

- 8-hour shift
- Monday through Friday
- 8am – 5pm
- Full-time, 40 hours/wk

Ability to commute/relocate:

- United States: Reliably commute or planning to relocate to Kalispell, Montana before starting work (Required)
- Extensive travel is required to job sites in all 50 states and internationally. Site Superintendent must be willing and able to obtain necessary documents to be able to meet international travel requirements.



Employee Acknowledgement of Job Description

I have received a copy of the job description for my position.

Position: _____

Revision Date: _____

I, _____, have reviewed and fully understand the job description for my position and all of my duties and responsibilities. I am able to perform the essential duties of this job as outlined with or without reasonable accommodation. I understand that my job may change regularly or temporarily to adapt to the needs of my location or department without changes being specifically included in the job description.

Any questions that I have regarding my job description have been fully answered and I have no concerns prior to signing this acknowledgement. If I have any future questions regarding my job description or essential duties, I agree to reach out to the Human Resources Manager or my direct supervisor.

I understand that my employment is based on my ability to satisfactorily perform the essential duties and requirements of my job description.

Employee Name

Signature

Date

Supervisor Name

Signature

Date