



## **FIRE ALARM DESIGNER PROJECT MANAGER/ESTIMATOR JOB DESCRIPTION**

### **Job Responsibilities include but are not limited to:**

- Perform all Fire Alarm system project/task requirements including design and bid preparation through the final completion and acceptance by the client and Fire Marshall
- Assist Sales with developing project estimates, budgets, and schedules for new construction, remodel and design build projects
- Provide technical and code support for daily operations
- Prepare monthly reports analyzing the accuracy of the budget, schedule, cash flow and manpower forecasts
- Perform technical procedure reviews, corrective actions, changes to project scope, scheduling of labor, material, tools and equipment acquisition
- Maintain accurate construction schedules, including modifications, progress updates and coordination with other trades
- Track project results and deliver on project commitments according to budget, schedule and scope
- Travel to project sites as needed to determine project status, scope and/or schedule
- Consistently communicate job progress with superiors, subordinates, and counterparts
- Coordinate final inspections
- Identify opportunities for cost-saving measures and quality improvement
- Adhere to company safety policies and procedures to ensure all duties are performed in a safe and professional manner
- Provide outstanding customer service
- Other duties as assigned

### **Knowledge:**

- High School diploma or GED is required
- Construction experience is a plus

### **Work Experience:**

- At least 7 years' experience with Fire Alarm installation and new construction of commercial projects, with 3 years in a Project Management/Supervisory role
- APS State of TX, NICET 3 Certification or 5 years equivalent commercial and high-rise experience
- Industrial suppression experience a plus

### **Skills and Competencies:**

- Experience with a variety of system types and manufacturers



- Strong knowledge of industry codes such as IFC, NFPA, IBC, and NEC
- Ability to read and interpret architectural, electrical and mechanical drawings
- Ability to maintain accurate and auditable records
- Ability to work in a fast-paced service/construction team environment
- Attention to detail with emphasis on accuracy and quality
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office, including Word, Excel, and Outlook
- Ability to travel as needed

**Physical Requirements**

- 75% Office Setting, including sitting, some bending, some lifting, walking and viewing
- 25% driving

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_