

# Job Description

## Technician

### Tasks

Connect wires to control panels, transformers, and other low-voltage components.
Assemble, install, test, and maintain low-voltage electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
Examine work orders and converse with equipment operators to detect equipment problems and to ascertain whether mechanical or human errors contributed to the problems.
Operate security equipment to demonstrate proper use and to analyze performance.
Test faulty equipment to diagnose malfunctions, using test equipment and software, and applying knowledge of the functional operation of electronic units and systems.
Inspect low-voltage electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
Perform scheduled preventive maintenance tasks, such as checking, cleaning, and repairing equipment, to detect and prevent problems.
Advise management regarding customer satisfaction, product performance, and suggestions for product or system design improvements.
Study blueprints, schematics, manuals, work orders, and other specifications to determine installation procedures.
Plan layout and installation of low-voltage electrical wiring, equipment and fixtures, based on job specifications and local codes.
Prepare sketches or follow blueprints to determine the location of low-voltage wiring and equipment and to ensure conformance to building and safety codes.
Maintain current Alarm Company Employee's license card to meet governmental regulations.
Climb or crawl in confined or cramped attic spaces or under building structures to pull or retrieve low-voltage wires or related items.
Climb ladders or use mechanical lifts to install low-voltage electrical components

### Tools Used

<b>Hand tools</b> — Screwdrivers; adjustable wrenches; pliers; wire strippers; utility knives; etc.
<b>Power drills</b> — Drills; power drills; cordless drills.
<b>Voltage or current meters</b> — High-voltage detectors; low voltage detectors; test lamps; voltmeters; tone generators, continuity testers.
<b>Power generator</b> — Gas operated electrical power generators
<b>Ladders</b> — Folding ladders; extension ladders

### Technologies Used

A personal computer is used for scheduling work, calls, and meetings. A personal computer, laptop computer, or hand held computer is used for programming control panels and other electronic systems or components.
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### Knowledge

<b>Mechanical</b> — Knowledge of machines and tools including their designs, uses, repair and maintenance.
<b>Computers and Electronics</b> — Knowledge of electrical circuitry, electronic equipment, and computer hardware and software, including applications and programming.

## Skills

<b>Installation</b> — Installing equipment, machines, wiring, or programs to meet specifications.
<b>Operation Monitoring</b> — Watching gauges, dials, displays or other indicators to make sure a component or system is working properly.
<b>Troubleshooting</b> — Determining causes of operating errors and deciding what to do about it.
<b>Repairing</b> — Repairing machines or systems using the needed tools.
<b>Equipment Maintenance</b> — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
<b>Coordination</b> — Adjusting actions in relation to others' actions.
<b>Reading Comprehension</b> — Understanding written sentences and paragraphs in work related documents.
<b>Active Listening</b> — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
<b>Critical Thinking</b> — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
<b>Active Learning</b> — Understanding the implications of new information for both current and future problem-solving and decision-making.

## Abilities

<b>Arm-Hand Steadiness</b> — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
<b>Finger Dexterity</b> — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
<b>Control Precision</b> — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
<b>Extent Flexibility</b> — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
<b>Manual Dexterity</b> — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
<b>Trunk Strength</b> — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
<b>Gross Body Equilibrium</b> — The ability to keep or regain your body balance or stay upright when in an unstable position.
<b>Multi-limb Coordination</b> — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.
<b>Near Vision</b> — The ability to see details at close range (within a few feet of the observer).
<b>Oral Comprehension</b> — The ability to listen to and understand information and ideas presented through spoken words and sentences.
<b>Oral Expression</b> — The ability to communicate information and ideas in speaking so others will understand.
<b>Problem Sensitivity</b> — The ability to tell when something is wrong or is likely to go wrong.
<b>Deductive Reasoning</b> — The ability to apply general rules to specific problems to produce answers that make sense.
<b>Inductive Reasoning</b> — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
<b>Information Ordering</b> — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
<b>Selective Attention</b> — The ability to concentrate on a task over a period of time without being distracted.
<b>Control Phobias</b> — The ability to crawl into confined areas (attics, under homes, etc.), climb to safe heights on ladders, or rise to safe heights in mechanical lifts.

## Work Activities

**Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

**Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, and in person.

**Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Interpreting the Meaning of Information for Others** — Translating or explaining what information means and how it can be used.

**Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

**Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

**Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

## Work Style

**Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Initiative** — Job requires a willingness to take on responsibilities and challenges.

**Integrity** — Job requires being honest and ethical.

**Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

**Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

**Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

**Persistence** — Job requires persistence in the face of obstacles.

**Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with low or medium stress situations.

**Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

**Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.



# Employment Application

Please print legibly and fill in all the blanks. Resumes may be attached, but a completed application is still required. Applications which are not completely filled and signed will not be accepted.

## I. Personal Information

First Name	Middle Name	Last Name	
Home Address		City	ZIP Code
Home Phone	Cell Phone	Other Phone	Desired Compensation

## II. References

Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Number(s)	Best Time To Call
Name	Relationship
Phone Numbers()	Best Time To Call

## III. Education History

High School Attended	Graduation Date
College Attended	Major / Degree Graduation Date
College Attended	Major / Degree Graduation Date
College Attended	Major / Degree Graduation Date

### IV. Employment History

Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			
Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			
Name of Firm		Position / Title	
Supervisor		Phone Number(s)	
Begin Date	End Date	Starting Compensation	Ending Compensation
Duties Performed			
Reason for Leaving			

### V. Questionnaire

	Yes	No
Are you available to work part-time?		
Are you available to work full-time?		
Are you available to work overtime?		
Are you available to work weekends?		
Have you ever applied for employment with Armor Clad Security before?		
Do you have any relatives employed or affiliated with Armor Clad Security?		
Did you receive a job description for the position you are applying for?		
Did you read the entire job description for the position you are applying for?		
Do you understand all that is specified in the job description for the position you are applying for?		
Do you have a valid California driver's license?		
Do you have reliable transportation?		
Can you fluently speak any language other than English?		
Have you ever been licensed as an alarm company employee?		
Are you 18 years of age or older?		
Have you ever been convicted of a misdemeanor or felony? If yes, please attach a written explanation.		
Will you be able to perform the essential job tasks for the position you are applying for with or without reasonable accommodation?		

## VI. Experience

	None	Novice	Moderate	Expert
Use of power tools (drills, saws, etc.)				
Metal conduit bending and installation				
Underground conduit installation				
Pulling wire through conduit				
Use of computers				
Computer assembly (building a computer)				
Computer networking installation				
Computer networking design & programming				
Computer networking troubleshooting				
Computer networking testing and certification				
Communications & telecommunication (RS-232, RS-485, etc.)				
Structured wiring systems (residential)				
Structured wiring systems (commercial)				
Structured wiring systems (industrial)				
Intrusion alarm system installation				
Intrusion alarm system programming				
Intrusion alarm system troubleshooting				
Fire system installation				
Fire system programming				
Fire system design and submittal preparations				
CCTV system (analog) wiring and installation				
CCTV system (network) wiring and installation				
Access control system wiring and installation				
Access control system programming				
Access control system troubleshooting				
Telephone system (POTS) wiring and installation				
Telephone system (PABX) wiring and installation				
Telephone system (PABX) programming				
Telephone system (PABX) troubleshooting				
Home theater system wiring and installation				
Home theater system design and configuration				
Home theater system troubleshooting				
Home theater system calibration				
Universal remote control programming				
Intercom system wiring and installation				
Residential automation system wiring and installation				
Residential automation system programming				
Central vacuum system plumbing and installation				
Satellite TV systems				

## VII. Qualifications

Explain any relevant qualifications you possess that will assist you in the performance of this job.

### **VIII. Certification and Authorization**

I hereby certify that the information in this employment application is true and correct. I understand that, in the event of my employment by Armor Clad Security, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize Armor Clad Security to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any current or former employer to provide employment-related information about me to Armor Clad Security and will hold Armor Clad Security and my current or former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize Armor Clad Security to obtain any criminal, credit, and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with Armor Clad Security, is intended to create an employment contract between myself and Armor Clad Security under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or Armor Clad Security at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

I understand that if employed, I will be required to perform a Live Scan fingerprinting, sustain a criminal background check by the United States Department of Justice and the Federal Bureau of Investigation, and provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Instructions**

Please make sure you have responded to every inquiry and signed the application.

Resumes may be attached to the application, yet the entire application must be completed even if the information is already contained on your resume.

You may submit the completed application in person at the address below.

Armor Clad Security  
716 Kearney Ave.  
Modesto, CA 95350  
209-522-3325