



Security Systems Technician - Risk Management

Job Title	Security Systems Technician		
Division	Quality and Risk Management Division		
Department	Risk Department		
Section	Risk Management		
Location		Direct Reports	
Reports To	Safety & Security Manager	Version Number	1
External Relations		Guide Number	6956
Internal Relations		Job Code	

Basic Function

Maintains, installs and ensures that all Surveillance system of company is available as per company standards and policy.

KEY Responsibilities

Core

- Performs service installation of access control, CCTV systems and security related systems as per plan.
- Diagnosis, Troubleshoots systems and perform repairs as necessary.
- Performs upgrades and additions to Surveillance systems in order to increase functionality and usability.
- Prepares documentation (Example- Daily log, Time, Material Records, and Inventory etc.)
- Response to request as per CCTV ticketing system.
- Transports a variety of items (Tools, Equipment, Supplies, etc.) for the purpose of ensuring the availability of material required at job site.
- Coordinates with Administration and other CCTV vendors for the purpose of completing projects / work orders efficiently.

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Participates in the implementation of EHS objectives & programs in line with company policy.
- Participates in the emergency response plan and recycling program.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.

- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencie

Adaptability	Level 3
Initiative	Level 3
Stress Management	Level 3

Technical Competencie

Local Regulations Compliance Knowledge	Intermediate
Maintenance Systems & Programs Knowledge	Advanced
Management of Health & Safety Knowledge	Advanced
Security Monitoring & Inspections Knowledge	Advanced
Security Systems & Equipment Management Knowledge	Advanced

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

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Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.
or
Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position
or
Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position
 *Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: