

# JOB DESCRIPTION FORM

## Apprentice Security Technician



**POSITION TITLE:** Apprentice Security Technician  
**DIVISION:** Projects / Service  
**REPORTING TO:** Operations Manager

### LOCATION

The position will be based out of Head Office (87 Wanneroo Road, Tuart Hill) and a wide variety of locations across the Perth Metro Area and regional Western Australia. Occasional interstate travel may be required.

### PROBATIONARY PERIOD

The probationary period for this role is the first six (6) months of employment.

### WORK HOURS

This position is a fulltime position (Monday – Friday), totalling 80 hours per fortnight.

Start and finish times may vary depending on project requirements, with standard hours being 8.00am to 4.30pm. After hours work will be required on an ad hoc basis.

### ABOUT BLUEFORCE

**Blueforce is a leading integrator of security, life safety and connectivity solutions across Australia,** including security systems, access control, CCTV, intercom, media integration, and medical alarms. Our services deliver to all markets, including residential, commercial, aged care, health and industrial.

**We make a difference for our customers** by delivering solutions to substantially improve their security, productivity, and wellbeing. **We make a difference for our staff** by investing heavily in skills development and a dynamic and rewarding workplace. **We make a difference in our community** by being actively involved in youth development, voluntary work and social initiatives.

### POSITION DESCRIPTION

Blueforce is seeking an organised and motivated Apprentice Security Technician. Our friendly, experienced and diverse team will support you to complete a Certificate III in Security Equipment, and you will harness your initiative, communication skills, and attention to detail to become a fully licensed Security Tradesman.

Reporting to the Operations Manager, you will be responsible for assisting technical staff in all aspects of installation, commissioning and servicing activities for a wide variety of commercial, residential, aged care and industrial sites, including but not limited to Security, Access Control, CCTV, Intercom, Fire and Emergency Help and Nurse Call.

### KEY RESPONSIBILITIES

- Representation of Blueforce in a professional and favourable and well-presented manner;
- Driving customer satisfaction via liaison with customers, their representatives and service recipients;
- Maintaining cleanliness and safe operation of all company assets, equipment and working areas;
- Assisting technical staff with the following tasks:

- Installation, commissioning, trouble-shooting and ongoing maintenance of systems and associated equipment in a professional and timely manner;
- Undertaking of preventative, corrective and project works;
- Managing and assisting with the hand-over of completed projects;
- Completion of preventative maintenance along with relevant site-specific and quality assurance documentation;
- Maintenance of documents and data in accordance with statutory and industry regulations;
- Adherence to statutory and regulatory requirements and the application of these standards;
- Minimisation of risk via rigid adherence to contracts, operational procedures and other guidelines;
- Informing supervising team members and Operations Manager of progress of works and escalating customer queries (including accurately recording requirements and passing details to other parties);
- Other duties as directed by technical staff, supervisors and/or Operations Manager.

## **KEY QUALITIES**

### **Qualifications (Essential)**

- Australian or New Zealand Citizen or Permanent Resident;
- Possess a current and valid WA Driver's Licence (C Class) and own reliable transport;

### **Qualifications (Desirable)**

- Completion of Year 12 high school certificate;
- Possess a current and valid WA Construction induction (White Card).

### **Attributes & Competencies (Essential)**

- Ability to work in accordance with Company Policies and Occupational Health & Safety;
- Ability to work autonomously and as an effective team member;
- Ability to work under pressure and respond to a changing work environment;
- Ability to work with office software such as Microsoft Word, Excel, and Outlook;
- Demonstrate a strong sense of accountability, initiative and a willingness to learn;
- Demonstrate excellent interpersonal and communication skills;
- Demonstrate excellent organisational skills and attention to detail;
- Demonstrate professional personal presentation.