



## **JOB DESCRIPTION: Alarm Sales & Estimating - Contract**

Division:	Alarm	Created:	7/21/17
Type:	Full-time Salary	Last Revision:	1/9/19
Classification:	Exempt	Reports To:	V.P. Division Manager

As an essential aspect of their job, each employee of VSC Fire & Security will be responsible for upholding the company's vision, integrity, safety culture, and customer service. To perform this job successfully, individuals must be able to satisfactorily perform each essential function listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Summary:**

Find opportunities to provide pricing of products and services provided by VSC to new and existing customers. This position includes outside sales contact with customers, site walkthroughs and risk assessments. Inside work includes plan take off, system design, price estimating and parts ordering for sold projects. In addition to selling products, this position includes marketing of the company by dispersing ads and marketing material to customers by meetings, conferences or trade shows. Responsible for clarifying any questions that arise on bid documents by contacting GC, Engineer or Architect

### **Essential Functions, Skills & Abilities:**

Self-Motivator and Highly Organized

Ability to use MS Office.

Ability to read and understand blue prints.

Ability to read a tape measure, architectural scale, and engineer scale.

Ability to read, comprehend, and compose simple instructions, short correspondence, and memos.

Accurately interpret instructions and directives as assigned by supervisor.

Complete work in a timely manner as outlined by supervisor.

Effectively communicate with others – including but not limited to co-workers, supervisors, general contractors, field personnel, Architects, Engineers, and AHJs (Authority Having Jurisdiction).

Exercises a high level of autonomy in organizing, planning, and prioritizing multiple projects to meet individual deadlines.

Ability to function effectively in a fast paced, deadline driven environment.

Uses extensive concentration and attention to detail.

Make visits to job sites as needed.

Use personal computer, phone, email, copier, and/or other office equipment.

### **Supervisory Responsibilities:**

This position does not oversee or direct the work of others.

### **Work Environment:**

A conditioned work area is provided when office work is needed. Customer location environment will vary from conditioned to non-conditioned and indoor and outdoor locations. Employee must be prepared for different environments.

Will drive a company vehicle or personal vehicle with car allowance on a regular basis for company business.

### **Hours of Work:**

Normal work week of daytime hours, Monday – Friday. Weekend, evening or overtime work as needed.

Regular and punctual attendance is required.

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### **Safety:**

Abides by established industry, OSHA, and company safe work practices.

Maintains company property and equipment to ensure safe and proper use.

Wears approved PPE at all times as required by certain jobs.

Identifies and communicates unsafe conditions, safety violations, near misses, and injuries to supervisor in a timely manner.

### **Safety Sensitive:**

This position is designated as a safety sensitive position because it includes as part of the job duties operating a motor vehicle and being on location at construction and industrial job sites where heavy and mobile equipment is being used. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate and be aware of the surroundings.

### **Travel:**

Frequent travel with some overnight.

### **Driving Requirements:**

Drives a motor vehicle for company use on a regular basis.

Must possess valid driver's license and maintain a clean driving record.

### **Required Education and Experience:**

High School Diploma or G.E.D. equivalent

### **Additional Qualifications:**

Background in Low Voltage construction, design, and/or sales a plus

3 years' experience preferred

Ability to pass various background checks as required.

### **Other Duties:**

This description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required for this job. Duties, responsibilities and activities may change or be assigned at any time with or without notice.

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### Physical Demands:

Lifting: Up to 10 lbs. above the head less than 5% of the time.  
11 lbs. – 100 lbs. above the waist less than 5% of the time.

Carrying: Up to 100 lbs. less than 5% of the time.

	Rarely	Occasionally	Frequently	Continuously
	5% of shift or less	Up to 33% of shift	Up to 66% of shift	67% of shift or more
Standing		X		
Walking			X	
Sitting		X		
Reaching	X			
Twisting	X			
Bending	X			
Kneeling	X			
Climbing	X			
Squatting	X			
Balancing	X			
Crawling	X			
Fine Dexterity	X			
Gross Dexterity		X		
Typing			X	