



Security & Monitoring  
Fire & Safety  
Audio Video  
Lock, Key & Safe

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## **WE ARE HIRING FULL TIME FIRE SAFETY MANAGER MIDLAND, ONTARIO**

The fire safety manager will be a committed professional with supervisory experience, have the ability and knowledge to sell all fire safety products, manage technicians/sales representatives, and grow the Fire Safety Division (the FSD). The fire safety manager will manage the full cycle of the FSD, which includes all areas relating to fire safety technicians and fire safety sales representatives.

The fire safety manager will manage the full cycle of the FSD and, with their team, will ensure that the day to day operations of all fire safety-related services and installations are met with the standards as set out by the Company. This will include but not limited to, the following: training, mentoring, coaching new/existing team members, ensuring efficiency in both delivery of fire-related services and paperwork, and verifying of all billable hours.

The successful candidate for this position will have advanced and demonstrated abilities in maintaining relationships with existing customers and developing a customer base to grow the FSD both in value and gross margins through the sale of fire products and services.

### **Core Competencies:**

- Accountability
- Analytical Thinking
- Planning and Organizing
- Problem Solving
- Service Orientation

### **Core Duties:**

- Training, mentoring, and coaching technicians
- As required, assist scheduling fire safety technicians
- Ensure efficiency in the time management for all fire safety technicians by routine verification of technicians' billable hours, including ensuring all paperwork is completed, handed into the office and reviewed daily
- Ensure technicians are equipped with all of the necessary tools and skills to execute their job-related responsibilities
- Responsible for inventory control and year-end counts regarding all technicians that report directly to the Manager
- Ability to grow the fire safety business and demonstrate results in this area

- Sell all fire safety products as outlined by the business model of the Company
- Responsible for working in conjunction with Inventory Control Clerk regarding inventory and year-end counts
- Responsible for yearly budget projections as required
- Liaise with Customer Service Representative
- Project Management with fire safety technicians and fire safety sales representatives as required
- Ensure that there is coordination regarding following up with customers after the completion of all projects (install and service)
- Facilitate solving internal problems and concerns within the department
- Develop and maintain strong relationships with building owners and property managers
- Maintain existing relationships with customers to ensure we are meeting their required fire safety needs
- Review renewal contracts to ensure we are providing the required legislative maintenance and to assist with quoting the deficiencies, repairs and renovations
- Build a stronger relationship with the local fire officials
- Available to act as a technical support and resource person for technicians and other team members
- Available to liaise with team members regarding fire safety technicians' questions
- Conduct site visits to ensure quality control and ensure all system programming is per company standards
- As required, assist sales representatives with quotes
- Order tools for technicians as required
- Responsible for daily and weekly timesheets
- Responsible for coordinating timesheets with payroll administrator
- Assist with the recruitment of new technicians
- Conduct employee reviews/evaluations
- Facilitate and operationalize protocols for the efficiencies for a.m. routines for technicians
- Facilitate meetings with technicians and fire safety sales representatives as needed or requested
- Ensure company policies and standards of practice for service and installations are being followed
- Collaborate with other fire safety technicians/fire safety sales representatives to create consistent company-wide policy and procedure manual for installations and service
- Coordinate on-call rotations
- Other duties shall be assigned as required

**Requirements:**

- Secondary School Diploma
- CFAA or CFAA in progress
- 5 to 7 years of direct experience leading fire safety professionals
- Sprinkler experience would be considered an asset
- Demonstrated ability to manage and lead teams
- Advanced working knowledge of the fire safety industry

- Strong basic math skills
- Above average computer skills
- Ability to read and understand blueprints
- Excellent verbal and written communication skills
- Mechanical aptitude
- Ability to teach, mentor, and coach
- Self-motivated, strong analytical skills, and detail-oriented
- Ability to work independently and as part of a team
- Clean drivers abstract
- A clean criminal record check

The “Core Duties” is a summary of the duties that are essential to this role but is not an exhaustive list. Huronia Alarm & Fire Security Inc. reserves the right to amend duties as necessary. Huronia Alarm and Fire Security Inc. is an inclusive employer.

Accommodations will be provided in accordance with the *Ontario Human Right’s Code*.

**For more information or to send resumes, contact Liz Comuzzi, Human Resources Manager at [lcomuzzi@huronialarms.com](mailto:lcomuzzi@huronialarms.com)**

Huronia Alarm & Fire Security Inc. is the recognized leader, throughout Central Ontario in the area of security, monitoring, fire safety and fire suppression, cameras, access control, life safety, audio, video, low-voltage lighting, structured wiring, lock, key and safe products and services. Huronia has been a family run business for over 45 years and has offices in Collingwood, Midland, and Huntsville, Ontario. At Huronia we value all of our 80 team members and their families. Together as a team, we strive to deliver unrivaled home and business solutions within the communities that we call our home.