

# **JOB POSTING**

## **Access Control Service Technician (Toronto)**

### **Position Summary:**

The Access Control System Technician position exists to maintain, coordinate and repair the Access Control and related systems. The position ensures continued customer satisfaction by delivering service which meets or exceeds client expectations.

### **Duties and Responsibilities:**

Services a broad range of security control panels and peripheral detection devices and access control systems.  
Services and/or replaces batteries.  
Troubleshoots and replaces components.  
Modifies units.  
Ensures equipment is functional.  
Verifies signals are received at monitoring stations.  
Repairs/maintains access and electronic equipment.  
Writes technical reports.  
Self-study and in-house training on equipment or equivalent in experience  
Conducts scheduled maintenance.  
Maintains the company vehicle (if assumed) which includes responsibility for inventory contained in that vehicle.  
Heavy lifting, working in high places, working outdoors (be it hot or cold)  
Any other Responsibilities related to the role

### **Qualifications**

A minimum Grade 12 diploma or equivalent combined with at least 2 years prior work experience in a similar field *OR* a two-year Electronics diploma.  
The ability to use hand and power tools, and diagnostic equipment is required.  
The successful candidate will have excellent people skills and be able to work well under pressure.  
Familiarity with PC's, both software and hardware. Basic familiarity of networking.  
Minimum of two year's experience in installation field is preferred.

### **Education:**

Electronic Technician or Technologist certificate or equivalent post-secondary certificate  
Experience.  
Security systems installation and service experience is preferred but not necessary  
Access control and CCTV installation and service experience is preferred but not necessary

### **Skills:**

Excellent verbal and written communication skills with familiarity of various Microsoft products.  
Computer and Networking experience is an asset  
Familiar with proper safety procedures when working aloft  
Excellent customer service skills and relations

### **Other:**

Valid Ontario driver's license with less than 2 demerit points.  
Must be bondable - criminal record check required