

**Fire and Life Safety America / East Coast Fire Protection, Inc (FLSA)** is a *premier* life safety contractor with several offices along the east coast and Texas. The Roanoke location is currently seeking to add a dynamic **Alarms and Special Hazards Manager** to our team. We are a stable organization looking for a highly motivated professional who wants to succeed and have fun in a fast-paced environment.

The Alarms and Special Hazards Manager is responsible for keeping abreast of technology developments in their field, assisting with alarm vendor relations and product line enhancements and extensions. The ASH Manager is responsible for preparing the Alarms budget and meeting profitability goals, for managing and coordinating the key activities of the office including sales, design, and field installation activities along with key administrative duties. The Alarms Manager is also responsible for adhering to FLSA's quality program and be a NICET Level III in either Fire Alarm or Special Hazards.

***Alarms and Special Hazards Manager duties and responsibilities:***

Responsible for keeping abreast of technology developments in their field, assisting with alarm vendor relations and product line enhancements and extensions as well as staying certified in our product lines.

Manage the sales activities department activities including:

- ensuring ECFP has adequate and capable resources to carry our sales activities at budgeted levels;
- preparing or helping to prepare estimates as required;
- reviewing sales estimates before submitting to customer;
- encouraging communications between sales, design, and field personnel;
- Assisting on customer calls.

Manage the alarm department design activities including:

- coordinating between sales and design on code issues to ensure timely submittals and to make sure what is submitted is what was estimated and sold;
- Assisting in the communications between the sales department, design department, and the Alarm Foreman by chairing the kick-off meetings and the pre-construction meetings.

Manage the Alarm Foremen including:

- helping to ensure that field forces receive support when conflicting design issues are apparent, coordination of field issues, or when potential change order issues arise;
- working in conjunction with the Alarm Foremen, to confirm that field forces have the necessary tools, and or rental equipment to perform proper installations safely;
- keeping the Alarm Foremen informed on cost issues (labor cost actual versus labor cost estimate) as the installation is proceeding;
- working with the Alarm Foremen on field training and safety issues to ensure a well rounded and competent field staff; and,

Coordinate and manage alarm and electrical vendor activities.

***ASH Manager's Qualifications:***

- NICET Level III in Alarm and/or Special Hazards Subfield
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- Experience in estimating using Excel Spreadsheets and proficient in Microsoft WORD
- Experience in design layout and AutoCAD a plus
- Must exercise considerable independent judgment.
- Must have ability to work well with others and to express one's self with clarity and conviction.
- Must be dependable and have the ability to maintain confidentiality.

**FLSA** encourages initiative, independence, diversity and personal career growth with sensitivity to quality of life issues. We offer a comprehensive benefits package including competitive salary, medical and dental coverage, vacation and sick leave, life insurance, short and long term disability insurance, flex spending plan, 401(k), and bonus opportunities.

For consideration, please send resumes with salary requirements to [ryoung@flsamerica.com](mailto:ryoung@flsamerica.com) . Use "ASH Manager – Roanoke" in the subject line. EOE.

Visit our website: [www.flsamerica.com](http://www.flsamerica.com).

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