



Project Lead Tech

Job Description & Responsibilities

Digi Security Systems is an industry leader in the design, installation and support of custom video surveillance, electronic access control, intrusion detection and fire solutions for companies of all sizes. We've built our reputation on innovation and reliable service, and we're known as the industry's experts.

We are seeking an **experienced** Project Lead Technician to join our operations. This person will be responsible for performing skilled security technician work in the installation, service, troubleshooting, alternation and programming of all security related systems. This individual must have an **extensive** background in Access Control, CCTV, and Burglar and Fire Alarms.

*Special preference will go to Technicians with Access Control experience.

Additional **responsibilities** of the Project Lead include, but are not limited to, the following:

- Responsible for Monthly Project Revenue goals planning for their team.
- Reports Project Revenue goals and progress to the Project Coordinator
- Responsible for Project End User Training
- Documents Installation Quality and completes all required close out documents.
- Responsible for the professional installation of the projects they and their assigned Lead Techs are leading.
- Installs project devices and cabling.
- Schedules their assigned Lead Technicians and Technicians on their team and communicates that schedule with the Project Coordinator.
- Leads by example by upholding the highest installation standards in the industry.
- Ensure equipment and materials out on jobsites at partner locations is accounted for and secure.
- Updates the Project Coordinator daily on the Project Tracker Progress for all projects their team is working.
- Ensures all Lead Techs and Techs submit time sheets and expenses correctly.
- Establish and communicate daily project installation goals with their team and the Project Coordinator.
- Identify and coordinate supply of special tools and equipment for project completion.
- Understands and adheres to project timelines and associated hours.
- Ensure the project site is cleaned and secured each day before closing work.
- Respectfully communicates with all local Partner staff on daily progress and all necessary information.
- Ensures all safety requirements are met by their team.
- Ensures RMA equipment is returned to the shop with the associated information.
- Ensures the productivity of their Project team.
- Completes project close out documentation, including as-built drawings, head end and installation quality pictures.
- Participates in the hiring and firing of members of their team.
- Discusses and recommends approval on Vacation and PTO requests for their project teams.
- Works closes Service Tickets for their assigned accounts.
- Understands and communicates all assigned account partner needs and expectations.
- Works with General Contractors on long term project scheduling, RFIs and attends partner project management meetings.
- Ensures project systems are programmed to the highest standard and organized to work well for the Partner.
- Receives project equipment from the branch Inventory Coordinator.
- Works closely with the Global Support team for any support they need.
- Coordinates daily travel and vehicle assignment for their team.
- Conducts On-Site Safety meetings.
- Creates, updates and routes Project Issue Tickets to the proper departments.

Apply Online

digiss.com/jobs

Questions? Contact us at hiring@digiss.com

Our Process

Complete your application.

You'll need to upload a resume and a document with three professional references. Our application also includes your work history as well as some questions that help us get to know you as a person.

Stage 1 | If your application aligns to what we're looking for, you'll hear back from someone from our team to schedule an interview.

Stage 2 | If you're moved along to stage 2 of our hiring process, we'll schedule a second interview with you. Often these interviews will include scenarios for you to respond to.

We review our top candidates as a team and send an offer to our most qualified candidate(s) for the job.

All candidates must pass a background check, a drug screening, and a motor vehicle report to be officially hired.

All full-time employees receive health, vision and dental benefits, 401K, and free life insurance. We provide our employees with all the gear and tools they need to do their job excellently.

OK LIC #245765 | TX LIC #B03018601

Project Lead Tech

Position Requirements

- Strong experience in Access Control systems and/or CCTV REQUIRED
- Excellent written and verbal communication skills
- Technical experience in low voltage systems
- Familiarity with applicable codes
- Competent in Project Finalization
- Deadline, cost, and time driven
- Detail oriented
- Willing to work overtime
- Must be able to differentiate colors
- Must have a current, valid driver's license in the state of which you are applying and have the ability to meet our company driving standard

Why You'll Love Digi

We truly are a Digi Family. Everyone you work with genuinely cares about the work they do and the people they do it with. You'll never feel alone here; we support each other like the tight-knit team we are.

At Digi, we know people do their best work when they're appreciated. Anyone you talk to at Digi will tell you that this company invests in its employees so you always feel valued and cared about. You will know from your first day that you have a team of support surrounding you.

We believe we have the power to make the world a better place. We invest in our communities, and we live our mantra that People are Our Purpose. We offer security solutions to organizations across the region that provide safety and peace of mind to real people. The work we do is bigger than all of us; we are a team, and together we help protect what matters most.

Job Type: Full-time



Proudly Native American-Owned

People are our Purpose

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We look for people who share our values

Humility | Our dedication to excellence means our people are dedicated to learning new skills and improving old ones. We have the humility to know when we need to ask for help.

Discipline | The work we do is demanding, so our people have the discipline to get the work done on time, on budget, and to the highest quality. We work hard - and we enjoy doing it.

Servant Heart | Our people have a heart for serving others, above anything else. Our genuine care for those we serve is what sets us apart. We seek out people who are kind, patient, and caring.

Accountability | At Digi, we hold ourselves accountable for our responsibilities, and we go above and beyond for each of our partners. Our people are dependable and responsible.

Integrity | We do the right thing, all the time, no matter what. The right thing to do is providing the highest quality service we possibly can to our partners. No matter what