



integrity - innovation - quality

# FIELD OPERATIONS MANAGER

Black Creek Integrated Systems Corp. is a supplier of highly sophisticated, computerized systems for the control of physical security in U.S. jails and prisons. In its 40+ years of existence, Black Creek has developed an unequalled reputation for innovation and excellence in the design of its products and the support of its clients. Most of the design concepts that currently represent the state of the art in correctional security electronics were pioneered by Black Creek.

We are currently seeking a qualified Field Operations Manager with the ability to oversee on-site personnel on both small and large scale projects in a multiple project environment.

## Essential Duties & Responsibilities

- Directly supervise on-site installation technicians
- Coordinate on-site installation technician travel and work schedules
- Directly supervise system commissioning and final project quality control
- Understand electronic system installation and diagnostics for intercom, network, video and control systems
- Manage personnel and project safety
- Understand and comply with company installation standards and concepts
- Responsible for meeting schedules and deadlines
- Coordinate with Project Managers to ensure that project milestones are met
- Communicate with on-site personnel to ensure coordination with design and installation
- Ascertain on-site technician's level of suitability for various installation tasks
- Understand and implement startup objectives and project sequencing
- Task on-site personnel correctly when faced with changing on-site conditions
- Interpret construction documents
- Ensure materials are procured and available for installation to avoid project delays
- Travel to jobsites in U.S. (although some foreign travel may be required) to inspect/review job statuses with on-site personnel
- Maintain good documentation control
- Perform job interviews for prospective field technicians and make hiring recommendations to company management
- Assist in on-site installation duties as may be required to meet project schedules
- Additional duties as required by management

## Qualifications

- Good communication skills – verbal and written
- Strong analytical and problem solving skills
- Proficiency in MS Word, MS Excel and basic Windows OS applications
- Excellent organizational skills
- Minimum Education: Associate Degree in Electronics or military equivalent
- **Minimum Experience: 5 years practical and 2 years supervisory**

## **Working at Black Creek**

In addition to offering competitive rates, we offer a generous benefit package that includes:

- 401(k) retirement plan
- Vacation/personal time program
- Paid holidays
- Health & dental insurance
- Life insurance
- Long Term Disability insurance
- Tuition reimbursement program