

Electronic Security System - Program Specialist

Major Duties

Responsible for the coordination of all information, activities, site access, and communications required by any ESS Project participants (Contractor, USARC ESS Field Implementation Manager, COE, etc.) for ESS projects located within their respective Region. Participates in all Trip wire briefings to the Regional Support Commands (RSC).

Works with Regional Support Command (RSC) Physical Security Specialists to provide guidance on all aspects of the USARC ESS Program. Performs RSC unit assistance visits, systems certifications and testing. Assists the Regional Support Command with their ESS technical or program related challenges.

Works in tandem with the Contracted USARC ESS Program Support Field Implementation Manager to provide weekly progress reports to the USARC ESS Program Office.

Directly responsible for reviewing and reporting all contractor and other deliverables, reports, submittals and other documentation generated by the Contractor and ensuring that all work efforts comply with USARC ESS Process 6 (Project Execution Process).

Responsible for ensuring that all ESS Program participants conform to USARC ESS Program Manager requirements (criteria, standards, processes, procedures, metrics, etc.). Provides reporting, as required to the USARC ESS Planning and Implementation Manager, the USARC ESS Technical Manager, and the COE.

Knowledge Required

Assignment requires an in-depth knowledge of ESS Program Standards, Criteria and metrics. Physical Security Regulations, and some knowledge of ESS installation methodology. Knowledge of system design, operation, maintenance and other life-cycle activities for ESS systems approved by the USARC ESS Program Manager.

Work of the position requires good organizational, management and analytical skill. Substantial writing ability and oral communication skill is also required. Equivalent experience in automated building controls will be considered.

Supervisory Controls

The position is under the direct supervision of the USARC ESS Program Support Staff Planning and Implementation Manager, and the USARC ESS Program Support Staff Technical Manager. Some supervision and or guidance may also be provided by the Contracted USARC ESS Program Filed Implementation Manager. As a centrally managed program all program guidance will be provided by the above.

Questions or issues which arise will be sent to the USARC ESS Program Support Staff Planning and Implementation Manager for clarification by the USARC ESS PM with a cc to the USARC ESS Program Support Staff Technical Manager.

This position works with the RSC, but takes its direction from the USARC ESS Program Support Staff Planning and Implementation Manager, and the USARC ESS Program Support Staff Technical Manager.

Guidelines

The primary guidelines for the work are USARC ESS Project Execution Process 6.0, as well as Army Regulations (AR), Unified Facilities Guide Specifications (UFGS), Unified Facilities Criteria (UFC), and various other DoD Instructions and guidelines.

Scope and Effect

The position directly influences the quality and operability of the USARC ESS Program enterprise wide. Project work done by the employee in some instances results in products that influence policy and program management decisions made elsewhere within the organization.

Personal Contacts

Regular and recurring contacts are with Contracted USARC ESS Program Support Staff. In addition, there are frequent contacts with the Regional Support Commands Directorate of Public Works, Directorate of Emergency Services, Physical Security Specialists and other entities within the RSC as required.

Purpose of Contacts

Contacts involve the exchange of information, facilitating the resolution of controversial issues, planning long-term endeavors, and coordinating the efforts of others.

Physical Demands

The work is primarily sedentary.

Work Environment

The work is performed in an office setting. Frequent travel is required.