



Field Specialist

Department: Facility Analysis

Reporting Manager: Director of Field Operations

Salary: \$40,000

FLSA Status: Non-Exempt

GMR Protection Resources, Inc.® provides a variety of consulting and inspection services for financial institutions and property management companies. Our core business focuses on various types of facility inspections to enhance customer experience. We are looking for detail oriented, self-motivated, career-minded, and responsible individuals of integrity capable of performing various types of facility inspections at retail or commercial properties across the United States. The Field Specialist is the primary entry point position at GMR®, for good reasons—we want our employees to be experts in our core business, and we aim to promote and transfer from within through the Field Specialist position.

Field Specialists positions perform inspections during both day and night hours. The ability to work either shift is a must. Field Specialist perform external inspections of facilities by measuring and recording lighting levels, observing damage or inoperable lights/signage/equipment at the facility, and analyzing areas around the facility that could serve as a place of concealment. When performing internal inspections of facilities, these inspections typically occur during daytime hours and consist of services from facility inspections and audits to various security type inspections.

Field Specialists are typically scheduled to work 17 nights or days per month, and may travel all over the continental United States to perform inspections and surveys at customer locations. Field Specialists will typically make a combination of 2-3 trips of 5-8 nights per month (to work the assigned 17 nights or days), and have the remainder of the month off. With some parameters, Field Specialists have a good deal of flexibility in making their schedules and length of trips, to customize time-off to their preference.

Essential Responsibilities

-) Utilize GMR specific procedural standards to thoroughly and accurately assess and inspect facilities.
-) Ability to efficiently operate GMR issued equipment, i.e. Light Meter, Measuring Wheel, Camera, iPhone, and tablet computer.
-) Must be able to work 17 nights or days per month and travel by car or air 100% of the time.
-) Responsible for inspecting facilities and accurately recording data.
-) Ability to communicate verbally and in writing in a clear and concise manner.
-) Accurately inspect and identify assigned areas.
-) Present oneself in a professional and respectful manner at all times.
-) Responsible for booking travel arrangements i.e. air, hotel, car rental.
-) Manage business expenses and accurately account for hours worked by entering time in the payroll system.

Essential Abilities

-) Possess and demonstrate integrity and personal accountability.
-) Physical ability to work on your feet in the outdoor elements at night.
-) Must be able to bend, stoop, lift up to 60 lbs, climb ladders, and transport objects.
-) Careful attention to detail; be neat and organized; take care of GMR equipment.

GMR Protection Resources, Inc.® is an equal opportunity employer.

-) Exercise independent judgment and make good decisions.
-) Comfortable working alone at night.
-) Ability to make 2-3 trips of 5-8 nights per month (to work the assigned 17 nights or days).
-) Ability to work up to 12 hours per night.
-) Must meet all administrative deadlines, i.e. daily timecard entry, monthly expense report.
-) Interact in a positive manner with local law enforcement and facility personnel.
-) Maintain strict confidentiality.

Requirements

-) Clean driving and criminal record
-) Must be at least 21 years or older
-) Proficient in MS Office applications, (i.e. Word, Excel, Outlook).
-) Residence preferred in Texas
-) Previous experience as a physical security specialist, conducting analytic crime, threat or vulnerability risk assessments is a plus.

Education Requirements

-) Must have a high school diploma or GED

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits:

GMR offers a solid benefits package for full-time employees, including medical insurance, partial contributions to dependent premiums, if elected, 401(k) with matching contributions by GMR, paid vacation and sick time, life insurance, disability insurance, etc.