



Collins & Jewell Company

INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS

A Proud Connecticut Corporation For More Than 60 Years

5 Rachel Drive
Bozrah, CT 06334
Ph. 860-887-8813
Fax 860-886-5359
www.collins-jewell.com

Job Title: Information and Security Manager
Department: Safety, Security and Human Resources
Reports To: TBD
FLSA Status: Exempt

Company Profile and Mission:

Collins & Jewell Co., Inc is an Industrial Installation and Custom Steel Fabrication company which provides the Manufacturing and Processing Industries with the latest mechanical services. Our professionally trained staff can cover the complete spectrum of Industrial Installation and Custom Fabrication manufacturing projects ranging from mechanical, electrical, and project management needs for any scale project large or small. This is done through our high caliber responsive team of experienced professionals who employ integrity, honesty, and ingenuity. Our commitment is to deliver the highest quality, the latest technology, and unmatched flexibility which will enable us to exceed our customers' expectations.

Our mission is to pride ourselves in our ability to meet the needs of our growing list of customers and welcome the opportunity to face special challenges head-on while maintaining a strict standard of cost-effectiveness and timeliness.

COVID-19 continues to significantly impact our employees, families and communities. With employee health and safety as our top priority, Collins & Jewell Company Inc is taking action to address the increased risk and uncertainty COVID variants pose in the workplace and ensuring we meet our commitments to national security.

Summary of Position:

The Information and Security Manager implements security strategy, policies, and standards to ensure the security of physical and intellectual property and assets. Interfaces with third-party IT support provider to develop, implement and monitor information security measures. Delivers education programs and contributes to communications on security policies and topics to ensure staff is adequately informed and equipped to manage potential security issues. Engages with customer, local or government authorities to keep abreast with all security-related information, directives, and events. Conducts regular audits and inspections to assess, identify, and mitigate any vulnerabilities in physical or information security. Initiates or assists with investigations and critical event responses in coordination with customer or other agencies.

Job Requirements include but are not limited to the following. Other duties may be assigned per the direction of the Department Director and/or the Executive Chief Financial Officer / Owner.

Essential Functions and Responsibilities:

- Acts as point of contact for day-to-day security and overall Information Risk Management.
- Administers the site security plan and facility visitor plan.
- Responsible for maintenance of government certifications (DUN, SAM FOCI, ITAR, CAGE Code, Conflict mineral reporting etc.). Quarterly management review of all the above.



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- Monitors and inspects systems, alarms, and other physical security measures.
- Establishes operational plans for crisis response, disaster recovery, evacuation, workplace violence, and other emergency events.
- Develops security policies and procedures required for safeguarding classified and company sensitive or proprietary information in accordance with National Industrial Security Procedure Operating Manual (NISPOM), Department of Defense (DoD), Department of Energy (DoE), Customer Requirements, and other applicable government regulations.
- Implements developed security policies, and procedures, with associated management reviews.
- Develops training programs for company personnel on security policies, plans and procedures.
- Trains company personnel on security policies and procedures in accordance with requirements.
- Manages documentation and maintenance of security training records.
- Act as a primary liaison with management and customers regarding security issues to ensure compliance of applicable government regulations.
- Interfaces with the Defense Security Service (DSS), DoD and DoE sponsors
- Oversee electronic security monitoring systems and ensure serviceability and accountability of all equipment and software at multiple locations.
- Conducts audits and inspections to assess, identify, and mitigate any vulnerabilities in physical or information security in accordance with requirements.

Education, Skills and Experience Requirements

- Requires associate degree at minimum, bachelor's preferred in information security or related field.
- Experience in information and physical security.
- Experience in developing and implementing security plans and programs.
- Training and mentoring available for candidate who demonstrates desirable character attributes.

Quality Characteristics:

The individual for this position must be an energetic person who interacts well with a diverse staff and client base. This person will be highly motivated, proactive, and able to work independently. The candidate for this position will feel comfortable taking the initiative in system development, problem solving, internal and external office communications as well as be flexible and accommodating in adapting to shifting priorities. A professional work ethic, positive attitude, and the openness to new challenges will be a required attribute for this position. This person will demonstrate their ability regarding, attention to detail, organization, and a creative problem solver. The candidate for this position will maintain composure and enjoy working in an evolving environment proving ambitions of self-improvement and the willingness to cross train in responsibilities of other departments.

Work Environment:

Position requires as many hours needed to fulfill the daily and weekly obligations required to carry out the functions. Working long days including evenings and weekends can be required for this position. Position may require out of state air/road travel as needed and required. A clean driving record will be required due to required road travel. Current and valid driver's license and proof of acceptable insurance is required. This



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position is generally indoors in a climate-controlled office. However, visitations to the outdoor plant facilities will be required. Reasonable accommodations will be made upon request for those who have disabilities that qualify under the American with Disabilities Act.

Evaluation Criteria:

- Personal Development
- Company/Team Development
- Critical Thinking
- Accountability
- Professional Conduct
- Leadership
- Conflict Resolution
- Collaboration
- Mentoring

Benefits:

- Medical Benefits (To include; Vision, Dental, Short Term Disability)
- Retirement Plan (401K)
- Paid Vacations
- Paid Holidays

Collins & Jewell Company Inc is an Equal Opportunity Employer with and Affirmative Action Plan.