

Title: Electronic Systems Technician Level I
Reports to: Project Coordinator
Class: Full-Time
Type: Hourly
Revised: 06/27/18

Primary Role:

Responsible for the installation, troubleshooting and maintenance of Audio, Video, and Lighting systems for AVE clients. The Electronics Systems Technician Level I is responsible for installing and servicing the systems in the most efficient and effective manner to assure minimum down time and maximum performance. All installations and service must meet the highest quality standards set forth by AVE while assuring a professional and safe working environment.

Responsibilities:

1. Develops proficiency with soldering connectors, plates and other related solder connections
2. Develops proficiency with crimp, solder, captive screw and compression style termination for audio, video and lighting connections
3. Develops proficiency in reading wire pull lists, pulling wire and setting up for pulls including labeling, using snakes, fish rods, pull string, wire lube, wire pulling grips, vacuum, etc.
4. Develops proficiency with industry standard hand tools, ladders, lifts, labelers, testing equipment, signal generators, and PPE (Personal Protective Equipment)
5. Develops proficiency with reading and understanding assigned project documentation (wiring diagrams, schematics, spreadsheets, specifications, and blueprints), determining if additional information is required, and seeking out that additional information prior to proceeding with assigned work
6. Performs assembly, installation, testing, and repair of equipment, materials and systems as directed by management and specified / required per project documentation
7. Coordinates with AVE internal resources for delivery of project documentation, materials, tools, and equipment needed to perform assigned work
8. Advises Management of requests for additional labor, equipment, engineering and sales assistance
9. Attend regular job meetings when required
10. Inform Management of any problems and concerns with assigned projects
11. Maintain updated as-built red-line drawings and technical testing documentation for projects
12. Assists with preventive maintenance of customer equipment
13. Responsible for accurate tracking on time sheets, service/installation tickets and inventory transaction documentation
14. Maintains a professional image, appearance, and behavior at all times
15. Actively participate in personal and professional development and develops knowledge of current and new technologies that the company offers
16. Full compliance with company's and client's safety program
17. Research and obtain information on position specific training opportunities
18. Other duties as required or assigned by company management

Accountability:

The Electronic Systems Technician Level I will be accountable to the Project Coordinator. Secondary accountability will be to the other management team members, employees and clients of the company.

Qualifications:

The Electronic Systems Technician Level I shall possess a two-year electronics degree or equivalent combination of education or related field experience, and MN PLT (Power Limited Technician) License. Must possess and maintain a fundamental understanding of electronic systems, such as professional grade audio, video, lighting, and control systems.

Travel:

Up to 50% out of town travel required

Additional Skills and Abilities:

1. Excellent written and verbal communication skills
2. Must be responsible, self-motivated, self-starter, personable and well-organized
3. Superior client service skills to deal with both internal and external clients
4. Ability to manage multiple tasks simultaneously
5. Strong interpersonal skills; ability to work with diverse groups
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date
8. Must be able to effectively handle stressful situations
9. Must be able to read and effectively interpret general business documentation
10. Valid and current driver's license

Physical, Mental and Environmental Requirements:

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Lifting of moderate to heavy objects is required (up to 75 pounds)
3. Working at heights up to 100ft AFF is required
4. Reaching, grasping and carrying activities is required
5. The noise level in the work environment is usually moderate.
6. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other tasks and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.

Please send resumes to hr@audiovideoelectronics.com.

