

Title: Lead Installation Technician
Reports to: Operations Manager
Class: Full-Time
Type: Hourly
Revised: 06/27/18

Primary Role:

Responsible for effectively leading a team of installers, to properly install, program, commission, test, setup and troubleshoot audio, video, lighting and control equipment for AVE clients. The Lead Installation Technician is responsible for the installation and servicing of 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.

Project related duties:

1. Works with clients, contractors, project managers and technicians to successfully deploy projects
2. Works effectively and efficiently while providing the highest quality craftsmanship
3. Continuously seek opportunities to streamline processes, reduce waste and maximize productivity and make recommendations to your supervisor
4. Installs the highest quality systems possible, utilizing the best industry practices and code compliance
5. Installs basic AV and IT related infrastructure (cabling, connectors, rack assembly)
6. Installs, operates and services most AV equipment and systems
7. Able to read and comprehend AV system drawings, specifications and technical manuals
8. Ability to safely operate machinery, use power tools (hammer drills, reciprocating saws, table saw, etc.)
9. Be familiar with all types of computer video display formats and configurations
10. Be available to work outside of regularly scheduled hours on occasion
11. Manage multiple tasks simultaneously
12. Ensure quality installation and customer satisfaction
13. Coordinates and confirms schedule for necessary rental equipment (scaffold, lifts, chain motors)
14. Collaborates with Project Coordinator to process any project change orders
15. Verifies all needed equipment is staged and ready for delivery to site, including custom components and items that are not normally stocked in the installation vehicles
16. Verifies on-site equipment is programmed, including DSP, room tuning, and lighting, video system setup
17. Advises Management of requests for additional labor, equipment, engineering and sales assistance
18. Attend regular job meetings when required
19. Inform Management of any problems and concerns with assigned projects
20. Ensure installation team is in full compliance with company's and client's safety program
21. Research and obtain information on position specific training opportunities
22. Other duties as required or assigned by company management

Accountability:

The Lead Installation Technician 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 Lead Installation Technician shall have a minimum of 5 years professional AV installation 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. This person must be able to manage multiple tasks simultaneously and work well with other people.

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 customer service skills to deal with both internal and external customers
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. Some light lifting of objects is required
3. Reaching, grasping and carrying activities also required
4. The noise level in the work environment is usually moderate
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions 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.