

Title: Design Engineer II
Reports to: VP
Class: Full-Time
Type: Hourly
Revised: 9/23/2011

Primary Role:

Provide technical input and design regarding new or retrofit systems. Responsible for working with Sales, Operations and Purchasing to assemble a bill of materials and labor estimate for each pending customer project. Accurately determine the necessary equipment quantities, pricing and labor needed to complete the job according to company and customer expectations. Maintain a comprehensive knowledge of A/V systems so as to develop technical solutions and conceptual engineering design specifications that meet customer requirements.

Responsibilities:

1. Develop, organize and maintain standard operational procedures, work flow processes and procedures for the development of Audio, Video and Lighting solutions.
2. Front End Design oversight to eliminate waste-full purchasing and especially to guarantee system design integrity. Must have the ability to diplomatically re-direct the selling process to better design projects.
3. Proficient utilization of CAD software to create design drawings; always updating and exploring new design software. Creates bill of material, floor plans, rack and console elevations and all wiring schematics. Reviews completed layouts and drawings for clarity, completeness, conformity to standards, procedures, specifications and accuracy of calculations and dimensioning.
4. Identifies design errors, omissions and other deficiencies in order to recommend revisions and improvements in design layout.
5. Determines equipment requirements and cost analysis for installations.
6. Acts as interface with the client; responsible for communications with the client and subcontractors while in the design phase of project.
7. Coordinates all aspects of job with Project Management staff, to ensure smooth hand-off from design to installation phase of project.
8. EASE computer modeling and acoustical work on existing or new construction projects.
9. Program Digital System Processors (DSP) for all applicable projects.
10. Must comply with all required licensing requirements

Accountability:

The Design Engineer II will be accountable to the VP. Secondary accountability will be to the other management team members, employees and customers of the company.

Qualifications:

The Design Engineer Level II shall possess a two-year electronics degree or equivalent combination of education and related field experience. Possess a working knowledge of low voltage A/V systems. Proficiency in EASE, SMART and AutoCAD with exposure to CRM and estimating software. Must have experience with reviewing bid documents for purposes of evaluating and preparing comprehensive bill of materials and scope of work descriptions.

Travel:

Occasional travel to customer and vendor site is required. Some out of town travel may be 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. Self-directed with the 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. Actively participates in personal and professional development and maintains knowledge of current and new technologies that AVE offers.
11. Valid and current drivers' 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.