



Title: Design CAD Assistant
Reports to: Operations Manager
Class: Full-Time
Type: Hourly
Revised: 10/29/2008

Primary Role:

Responsible for meeting with clients and sales staff to determine system needs. Engage in a professional manner at all times with customers. Provide technical input and design regarding new or retrofit systems. Suggest technical alternatives, develop cost estimates, and manage all work to meet project deadlines. 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. Provide details and AutoCAD drawings used for fabrication and installation of audio, video, lighting, power & conduit and control systems.
2. Ability to design and engineer complete system(s).
3. Test and program control systems, computer controlled digital signal processors, routers and mixers.
4. Follow projects through to final adjustment and commissioning of installed systems.
5. Creates equipment lists, floor plans, rack and console elevations.
6. Creates test plans and test systems.
7. Coordinate with appropriate departments to assure proper scheduling and integration of designed systems.
8. Must be able to provide economically feasible audio/visual, sound, RF, conferencing and network systems design, and propose products for suitability and reliability for use on projects.
9. EASE computer modeling and acoustical work on existing and new construction projects.
10. Project Management as needed on projects.
11. Sales of design projects
12. Interfacing with the architectural community
13. Crestron, ETC and DSP programming
14. Management of additional design team members & subcontractors

Accountability

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

Qualifications

The Design Engineer shall possess a two-year electronics degree from an accredited college or university. A minimum of 3 years working experience in a broadcast or A/V engineering capacity is required. This person must be able to manage multiple tasks simultaneously and work well with other people. Ability to fluently work with software programs such as, but not limited to AutoCAD, EASE, Crestron, Microsoft Office and other industry related software.

Travel:

Some out of town travel required.

Other:

This job description does not list all the duties of the job. You may be asked by 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.