# **NSCA**

# **Sample Position Description**

**Title:** A/V Design Engineer

**Reports to:** Service Coordinator

**Class:** Full-Time

**Type:** Salary

**Revised:** 9/15/20XX

**Primary Role:**

*Responsible for meeting with clients to determine their system needs. Must engage in a professional manner at all times with customers. Provide technical input regarding new or retrofit systems. Suggest technical alternatives, develop cost estimates, and manage all work to meet project deadlines. Must 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 drawings used for fabrication and installation of audio, video, and control systems
2. Ability to design and engineer complete system(s)
3. Test and program control systems, computer controlled digital signal processors, routers or 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 &

integration of designed systems

1. 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

**Accountability:**

The A/V Design Engineer will be accountable to the Service Coordinator. Secondary accountability will be to the other management team members, employees and customers of the company.

**Qualifications:**

The A/V 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.

**Travel:**

Some 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 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.