

THE CHARIOT GROUP, INC.
EMPLOYEE JOB DESCRIPTION
A/V Design Technician I

JOB CLASSIFICATION

Job Classification = NON-EXEMPT (Hourly)

JOB LOCATION & HOURS

The A/V Design Technician I (AVDT I) will perform his/her job responsibilities from the offices of The Chariot Group, Inc. The Chariot Group, Inc. office hours are Monday – Friday, 8:00 am to 5:00 pm. Intermittent after normal business hours work may be required.

QUALIFICATIONS

A high school diploma or GED is required. Experience or education in a technical, electrical, or audiovisual field and/or experience with Auto CAD or Visio is also required. Experience with D-Tools is considered an asset.

The A/V Design Technician I must possess excellent written and verbal communication skills to effectively interact with sales, technical, and accounting staff. The AVDT I must be capable of creating system drawings and documenting information on a computer with efficiency, accuracy, and attention to detail. Comfortable working knowledge of Microsoft applications and experience with database entry are necessary to perform the duties of this position.

The A/V Design Technician I needs to be able to comfortably interact with customers, product suppliers, and other business associates on the phone and in person. He/she will be expected to deliver excellent customer service, preserve current customer and manufacturer relationships, and represent the company in a courteous, ethical, and professional manner. A clean, professional appearance will be required.

The Chariot Group does not allow tobacco use during working hours (on or off premises) and employees are expected to be free of the odor of tobacco during working hours. Proof of valid driver's license, insurance, and a good driving record are required, and every employee must have reliable transportation to and from work.

ESSENTIAL FUNCTIONS

1. Identify necessary equipment to create final parts lists for audiovisual integration projects.
2. Produce and update system drawings in Visio as directed by the System Design Supervisor.
3. Research technical data on equipment to facilitate design and installation of projects.
4. Assist with equipment testing as necessary.
5. Recommend, create, and maintain consistent drawing standards.
6. Input parts and perform other tasks as necessary to ensure maintenance of D-Tools database.
7. Update and add files in content resource management system to ensure current and accurate documentation of projects.

8. Possess comfortable working knowledge of integration, including video and audio theory, control, and connectivity.
9. Assist the System Design Supervisor with other design functions as requested.
10. Utilize a team approach with co-workers to ensure the customer's needs are promptly met.

The above list of Essential Functions is designed to highlight the primary duties of the position and should not be interpreted as total or complete. Due to the size of the company, all employees may need to perform duties outside of their primary responsibilities to better serve the customer.

PHYSICAL REQUIREMENTS

The A/V Design Technician I must be able to perform all the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires persistent repetitive movements of the hands, wrists and fingers and the ability to sit and use a computer for long periods of time. Specific vision abilities required by this job include close vision and color vision. The AVDT I must be able to lift approximately 20 pounds.

EQUAL EMPLOYMENT OPPORTUNITY

The Chariot Group, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.

TO APPLY

Please send your resumé with complete contact information to employment@chariotgroup.com.