

## Position Description

## 3T Innovations

Job Title: IT Technician III	Job Code: Part Time (NTE 32 per week)
Department: Engineering	Labor Category: IT Technician III
Revision Date: 7/12/2016	FLSA: TBD

### Position Overview

responsibilities include but are not limited to: the delivery, installation, and testing of all AV integrated systems including audio, video, and control of related equipment. Other responsibilities include managing all field related operations for assigned projects. The candidate will also be responsible for training Level I and Level II Technician.

### Essential Job Functions

- Verify all drawings, codes, site pictures, and job descriptions are complete and accessible.
- Assemble and test equipment racks per the rack build schedule.
- Verify all cables, connectors, hardware and tools needed for project completion are available.
- Properly label all cables.
- Perform any necessary red-line changes as needed.
- Attend the Installation Turnover meeting with the Project Manager and Engineer
- Maintain a clean and organized vehicle with appropriate tools, ladders and safety equipment.
- Inventory and deliver all equipment to the job site.
- Complete walk through of the site with the PM and go over all details of the installation.
- Install all AV equipment per NetPlanner Systems standards.
- Perform minor DSP changes and load control code as necessary.
- Ensure that the job is completed to NetPlanner Systems and industry standards for a safe and fully functional system.
- Update project progress in a weekly status report at the end of each week.
- Ensure that the trash is disposed of at the end of each working day.
- Complete billable tasks as assigned by supervisor
- Maintain inventory of equipment bag
- Complete installations/maintenance actions/support actions both over the phone and in person as required.

### Qualifications/Requirements:

- Current Infocomm CTS certification
- Crestron training is strongly recommended
- IP networking knowledge preferred
- Advanced AV system troubleshooting skills
- Setup and connection of VTC units (Cisco, Lifesize, Polycom, etc.)
- Setup and load code into Control Systems (Crestron, AMX, Extron, etc.)
- Setup and load code into DSP (BSS, Biamp, etc.)
- After hours and/or travel may be required as needed.
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- Ability to travel to multiple locations within Tampa area (Tarpon Springs, Tampa, New Tampa) and outside local area as assigned by supervisor
- Ability to maintain a security clearance
- Ability to learn new technologies and equipment as assigned
- Ability to check email and answer phone calls
- Access to a vehicle for local transportation
- Excellent verbal and written communication
- Ability to clear communicate issues and challenges
- In-depth knowledge of Microsoft operating system and business tools

### **Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly:

- Lift and/or move up to 50 pounds unassisted.
- Must be able to stand, walk, reach and with hands and arms, for up to eight hours daily.
- Must be able to coordinate hands and eyes while using automated tools and equipment.
- Must be able to handle a variety of items, equipment, control knobs, switches, etc.
- Must be able to use one hand for twisting or turning motions while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.
- Must be able to climb up and down ladders (8 feet routinely)
- Must be able to climb, balance, stoop, kneel, crouch and/or crawl in all environments (basements, crawl spaces, attic/ceilings, etc.).

### **Other Skills/Abilities**

- Complete knowledge of English language
- Internet and phone access
- Vehicle to travel to local office meetings

### **Required experience:**

- AV TECHNICIAN: 5 years

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
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