

Title: AV Drawing and Design Technician

Reports to: Director of Engineering

Coordinates with: Sales, Project Management, Architects

Purpose and Scope: The AV Drawing and Design Engineer creates detailed drawing and schematics that are utilized in the installation of various AV and Low Voltage Projects.

Primary Responsibilities:

- Develop drawings, create and document audio/visual systems using Microsoft Visio and AutoCAD programs
- Create drawings and models from written and verbal specifications obtained from Project Engineer and/or Project Manager
- Work with Engineers regarding model accuracy, design, drafting standards and design documentation
- Work closely with Designers, Drafters, and Engineers to ensure coordination design effort is maintained
- Complete project responsibilities within scope, budget, and schedule
- Review drawings for completeness and accuracy
- Maintain all revisions of project drawings
- Update and maintain drafting log
- Examine and check engineering drawings for compliance with cited specifications
- Provide timely technical assistance and solutions to the team
- Participate in project meetings and conference calls as required
- Prepare engineering documents for customer submittal
- Perform other duties as required or assigned by management

Education & Skills:

- High School Diploma
- 2+ years preparing Audio Visual shop drawings in Visio and/or CAD
- Have ability to read and understand architectural drawings, electrical drawings and related material
- Experience in D-Tools SI a plus

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