



JOB DESCRIPTION

Position Title: Systems Specialist
FSLA Status: Exempt
Department Name: InteRise
Manager's Title: Creative Director, InteRise

PRIMARY PURPOSE AND FUNCTION

The primary job responsibility of the Systems Specialist is to cast vision with our partners and be able to turn that vision into system specifications. This job will also be responsible for collaborating with the design team, specifically the A/V Draftsman, for the creation of project drawings and basic engineering specifications.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Strong knowledge in at least one area of Audio, Video, or Lighting systems, knowledge in all areas preferred
- Interface with External/Internal Clients
- Ability to specify Audio, Video and Lighting components to fit a project's needs
- Create and collaborate on schematic line drawings of specified systems
- Ability to take system designs and produce adequate infrastructure drawings for the designed systems.
- Have and maintain CTS certification
- Identify and assist in solving issues that will impact the projects and designs.
- Provide effective communication with Operations and Sales teams for status updates and needs.
- Work with co-workers as a team to ensure success.
- Project a positive company image at all times.
- Perform all duties as deemed necessary for the success of the department.

KNOWLEDGE AND SKILL

- Eagerness to learn and grow with InteRise
- Strong communication skills.
- Demonstrated problem solving and people skills.
- Proven accuracy in work and attention to detail.
- Professional oral and written skills required.
- Competent in MS Office products, and efficient in email and internet applications.
- Competent in EASE, Array Calc, Vector Works, Sketch Up and AutoCAD

- Valid driver's license required.
- Demonstrate the ability to work well under pressure, be self-motivated and provide a positive work environment, both inside the department and throughout the shop.

PHYSICAL DEMANDS

- Requires extensive sitting, standing and walking
- Ability to lift 50 lbs. without assistance.
- Oral communication via telephone and in person.
- Ability to view computer monitor for extended periods.
- Overnight and weekend travel may be required

COMPANY POLICY/PROCEDURE COMPLIANCE

- Follow all company policies and procedures as defined in the Employee Handbook as well as all local, state, and federal employment laws to include, but not limited to: I-9 information, EEOC, Civil Rights, and ADA.
- The company does not tolerate sexually or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination and are to be reported to management immediately.
- Maintain confidentiality of company records and information at all times.
- Immediately disclose to management any potential conflicts of interest.
- Maintain a professional image.

COMPENSATION

The compensation for this position is based on experience and is eligible for the standard Company benefits package as outlined in the Team Member Handbook.