

JOB DESCRIPTION

Job Title: AutoCAD Drafter
Department: Technology Design
Reports To: Technology Design Supervisor
FLSA Status: Non-exempt

Position Summary: The AV AutoCAD Technician is responsible for drafting detailed schematics and elevations for the installation of Audio-Video Integration Solutions under the direction of the iSpace Design group. Additionally, the AV Draftsperson will assist the design department in the upkeep of our design database: D-tools.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **AutoCAD Drafter Specific Responsibilities:**

- Create necessary Audio-Video Solution drawings for the purposes of product ordering and installation (Schematics, elevations, distance calculations, wire diagrams, etc.) under the direction of the Engineer.
- Assist with the upkeep and maintenance of our design database: D-tools.
- Update drawings to reflect the final installed solution for use by the service department.
- Obtain technical certifications as directed by management to further develop your career.
- You may be required to work with various computer programs including Excel Spreadsheets, AutoCAD, D-Tools and Visio.
- Expected to participate in creating basic AV engineering solutions

2. **Serve as a Steward of iSpace Core Values and Brand**

- Excellence: Be the Best. Commit to the Customer Experience. Attention to Details.
- Integrity: Be Genuine. Dependable. Empathetic.
- Expertise: Be an Authority. Knowledgeable. Confident.
- Creativity: Be Visionary. Inventive. Authentic.
- Work Ethic: Be Tenacious. Execute. Teamwork.
- Fun: Be Positive. Fresh. Collaborate.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Continuous Learning - Assesses own strengths and weaknesses. Pursues training and development opportunities. Seeks feedback to improve performance. Shares expertise with others. Strives to continuously build knowledge and skills.

Planning & Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.



Quality - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

Teamwork - Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Puts success of team above own interests.

Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Two-Year Technical Degree in AutoCAD design from technical school or equivalent combination of education and experience. Experience with Visio is a plus. An AV Field Installation background is a plus.

Computer Skills:

Working knowledge and high level of proficiency with AutoCAD design software.

Other Skills:

- Ability to document a high level of detail as it pertains to each project in a fast pace and changing environment.
- Willingness and ability to work beyond 40 hours per week during peak periods to ensure client needs are met.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.



ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date