



## JOB DESCRIPTION

<b>Job Title:</b>	AutoCAD Drafter/Technician
<b>Department:</b>	Technology, Audio-Visual
<b>Reports To:</b>	Director of Technology Business Development
<b>FLSA Status:</b>	Exempt

### Position Summary:

The AV AutoCAD Drafter/Technician is responsible for drafting detailed schematics and elevations for the installation of Audio-Video Integration Solutions under the direction of the iSpace Environments Design and Sales groups. Additionally, the AV Draftsperson will assist the technology department on the upkeep of the D-Tools design database.

### Why Work at iSpace Environments?

We're an inclusive and dynamic group of Professionals with Personality. Our set of six Core Values keep us on track to help our clients and partners achieve the best in work and learning environments. iSpace Environments is an agile company, born on the philosophy that people will carve their own path and it's our job to support them. Below are the six core values that our team embodies:

1. **EXCELLENCE:** We challenge our ideas so that the result is thoughtful & extraordinary.
2. **INTEGRITY:** Dependability, empathy, and honesty define our relationships both internally and externally
3. **EXPERTISE:** We continue to refine our skills to always be relevant & resourceful
4. **CREATIVITY:** We commit to being imaginative, inventive and authentic in solutions
5. **WORK ETHIC:** We recognize that one choice impacts another in projects & within our environment
6. **FUN:** We value a culture that is positive, fresh and collaborative

**Essential Duties & 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.

### AUTOCAD DRAFTER SPECIFIC

- Using software like AutoCAD, D-Tools and Visio to Create Audio-Visual Solution drawings which will inform product procurement and installation; drawings include schematics, elevations, distance calculations, wire diagrams, etc.
- Design and Develop AV Engineering Solutions with the direction of Senior Engineer
- Update drawings to reflect the installed solutions (aka "as-is" drawings) as a tool for iSpace Service Hub and Client's internal service department
- Assist with the upkeep and maintenance of D-Tools Design Database
- Utilize Microsoft Office including Excel, PowerPoint, Word, Visio and Outlook to complete a variety of tasks including spreadsheet development, proposal assistance and general administrative activities
- Obtain technical certifications relative to career maintenance and development as suggested by management



- Embody the iSpace Environments Brand and Six Core Values

### **You're Pretty Great at These Things:**

- **COMMUNICATION** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Good presentation skills. 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.

### **You've Got the Creds: (Requirements)**

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 preferred
- AV Field Installation background preferred

#### **COMPUTER SKILLS:**

- Working knowledge and proficiency with AutoCAD Design Software and Microsoft Office Suite, including Word, Excel and PowerPoint.

#### **OTHER SKILLS**

- Ability to document a high level of detail as it pertains to each project
- Adaptability to a fast-pace and constantly changing environment
- Willingness and ability to work beyond 40 hours per week during peak business periods to meet client needs



**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.

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. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. 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.

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ACKNOWLEDGED: Employee Signature

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Date

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PRINT: Employee Name

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ACKNOWLEDGED: Supervisor/Manager Signature

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Date