



HB Sound & Light, Inc.
Job Description

Job Title: Install and Service Technician
Department: Install Division
Last revision date: 8/14/2020

SUMMARY

The Install and Service Technician is responsible for installing, with or without direct supervision, Access Control devices such as Card Readers, Request to Exit Buttons, Motion Sensors, Magnetic locks, Electric Door Strikes, Access Control Panels, Power Supplies, various electronic components, and various cable that includes but is not limited to: twisted pair cable, coax, power limited tray cable, stranded cable and solid conductor low voltage cable. Cable installation includes: placement, termination, testing, labeling and documentation. The Technician performs associated duties in the field and shop, delivers supplies and maintains pertinent records as required. This position requires a highly motivated, detail-oriented individual with good work ethic and great customer service skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including, but not limited to the following:

- Install and service various electronic equipment.
- Program Access Control Panels and Systems and other systems related to audio and video.
- Install cable pathway systems (cable trays, cable racks, J-hooks or D-rings).
- Install, terminate, test, label and document horizontal, backbone and other cables.
- Dress and route into closets and control room.
- Firestop and various types of cable penetrations.
- Follow safety practices to safeguard against injury and damage to property.
- Safeguard against loss of unused materials, ladders, and tools on a job site or office location.
- Clean up debris from installation, patch drill holes, and return unused materials.
- Perform other duties as required.

Qualifications

Education/Work Experience Required
High School degree or equivalent mandatory.
Electronic Trade School training desired.
Knowledge of basic hardware and software functions and networking.
2 years maintenance/installation experience

Core Competencies

Excellent communications skills required.

Must maintain a valid driver's license with a clean driving record

Ability to pass a criminal background check; no felonies or disqualifying misdemeanors.

LANGUAGE SKILLS

Exceptional written and verbal communication skills required. Ability to prepare reports, develop documented processes and procedures, and communicate training material effectively.

MATHEMATICAL SKILLS

Ability to calculate electronics-related figures

CERTIFICATES, LICENSES, REGISTRATIONS

Power Limited License (PLT) or ability to acquire one.

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. Travel is required in the position via airplane and car.

While performing the duties of this job, the employee is regularly required to carry and climb ladders; work in tight, confined spaces; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and distance vision.

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. The noise level in the work environment is usually moderate.