

## Job Description – Lead Systems Integrator

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### Title

Lead Systems Integrator

### Reports To

Glenn Amell – Systems Integration Manager

### Key Focus

Site Management, Configuration, Programming & Testing, Close-Out Documentation

### Summary

The Lead Systems Integrator plays a vital role in the organization and is required to be knowledgeable and experienced in the configuration, programming, testing and commissioning of DSP, Audio - Video Presentation, Conference and Control Systems and the use and implementation of these systems in professional audio-visual systems and environments. This position has accountability and responsibility for providing solid leadership and management to the Systems Installers and Integrators, as it relates to the job site and project process. This position requires an effective communicator with strong decision making skills, as they will be responsible for the project management of all projects totaling less than \$100K.

## Job Duties

Responsibilities as a Lead Systems Integrator will include those of Systems Integrator at times and are not limited to the following:

### Site Management

- Oversee the Systems Installers/Integrators and Contractors' day-to-day activities
- Perform site visits to determine site requirements as assigned by the Management Team
- Forecast manpower and resource scheduling requirements to the SI Manager
- Create effective working relationships with co-workers and clients
- Ensure systems are installed quickly, efficiently while upholding quality standards of the company
- Provide regular site progress updates to the SI Manager
- Provide documentation of any operational problems and site issues
- Coordinate access to the site and man-lifts as necessary
- Act as a first point of contact for clients and coworkers on projects less than \$100K

### Configuration, Programming & Testing

- Configuration and testing of control system components.
- Uploading of current firmware, setting device IP's or device ID numbers, other device configuration as required and testing.
- Onsite testing and configuration of control system and audio-visual system equipment.
- Testing of communications between the components of the control system and all other devices in the audio-visual system and any subsequent reconfiguration required for functionality.
- Diagnosis of configuration and wiring errors and ensuring that corrective action is taken.
- Uploading and testing of complete control system programs.
- Work with other members of the project team to create GUI snapshots and workflow documents to convey the operation of the system to the client and/or consultant.
- Modify completed DSP and Control System programs.

### Close-Out Documentation

- Work with all members of the sales, engineering, programming and integration teams to deliver a complete, fully operational system to the client.
- Prepare system operating manuals and close-out documentation.
- Update As-Built documents and upload all software to the company server for archiving

## Position Requirements

- 3+ years experience as a Systems Integrator with experience in installation, service, or a trades background
- CTS or similar AV industry recognized certifications.
- Crestron level 1 & 2 certification
- Clearone and Polycom certifications (provided)
- Biamp and BSS Certifications (provided)
- InfoCaster Training (provided)
- Post-secondary diploma or degree in a relevant field
- Experience in the AV, Security or Computer field
- Must possess a high attention of detail and accuracy
- Possess a lift license or be willing to acquire one
- Must be Bondable and Possess a valid driver's license
- Strong interpersonal and organizational skills.
- Be comfortable working from heights over 6 feet from ladders and platforms
- Ability to lift up to 50 lbs or more with assistance
- WHIMS and Fall Arrest (training to be provided)
- Willing to work flexible hours and overtime