

# Candela Controls, Inc.

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## JOB DESCRIPTION *Low-Voltage Technician*

### OVERVIEW

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Low-Voltage Technician serve Candela Controls, Inc.'s clients by installing and servicing low-voltage systems and products in a variety of environments. The Low-Voltage Technician will manage all on-site installation, repair, maintenance and test tasks, as well as troubleshooting for errors or technical problems and determining proper solutions. This employee reports directly to the president and management, but are responsible to the Project Managers on a daily basis.

### RESPONSIBILITIES/DUTIES

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- Installs and pulls wire to Project Manager's direction
- Installs and wires equipment used in lighting control systems
- Tests all equipment after termination is made to ensure performance of system
- Work in compliance with the Candela Controls, Inc. safety manual with safety of self and others in mind at all times
- All paperwork is turned in on time and filled out completely (example: receipts, time cards, etc.)
- Daily communications with Project Manager on delays, requirements and general status of jobs
- Daily logbook is kept up to date with customer requests, work performed each day, job numbers, dates and times and tasks assigned
- Timecards are accurate, filled out completely with job numbers, time adds up, hours are correct, time card is signed and turned in every Monday by 10:00 am
- Works with Project Manager to ensure jobs are on track and within the estimate
- All work is performed to Candela Controls, Inc. standards and quality installation techniques are practiced
- Work with Systems Engineers on startup to ensure complete system compliance
- Works with Project Manager to ensure complete closeout and turnover of jobs to the client and service department

## MINIMUM QUALIFICATIONS

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The following are the minimum qualifications which an individual needs in order to successfully perform the duties and responsibilities of this position.

### Knowledge:

- Working knowledge of low-voltage wiring
- Understanding of DMX terminations preferred
- Proper hand and power tool operations and safety
- Ability to read system drawings and schematics
- Intermediate computer skills
- Must be able and willing to travel and adapt to flexible schedules
- Experience with Electronic Theater Controls (ETC) systems is preferred
- Experience with commercial lighting control systems is preferred

### Skills/Abilities:

- Ability to solve practical problems and carry out responsibilities under general supervision
- Ability to organize workload for effective implementation
- Ability to write simple correspondence and present information in one-on-one and small group situations
- Ability to interact effectively at all levels and across diverse cultures
- Ability to function as an effective team member

## PHYSICAL DEMANDS

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In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to communicate with employees and/or other customers; manual dexterity required for occasional reaching, climbing and lifting of objects, and operating power tools and office equipment. Must be able to lift considerable weight up to 50 pounds.

Reasonable accommodations will be made for qualified individuals with disabilities who are employees or applicants for employment.

## WORK ENVIRONMENT

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In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job.

Site work job conditions are similar to typical construction projects.

