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**JOB TITLE** Audio Visual Installation Team Leader/Technician – Full Time

**DATE** 20/11/19

**REPORTS TO** Installation Manager

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## COMPANY DESCRIPTION

Mozaix Pty Ltd is based in Knoxfield, Victoria and specialises in the supply and integration of audio, video, lighting & control systems. We work primarily with performing arts, house of worship, hospitality and corporate clients.

Mozaix Pty Ltd is seeking a highly motivated installation technician to lead our technical teams on site to achieve outstanding and efficient results. The boutique nature of our company exposes our team to many and varied custom installations where we get the chance to assist our clientsd to

## JOB DESCRIPTION

**Purpose of role** To supervise & assist in the installation and commissioning of audio-visual systems in permanent installations  
Core objectives include:

**Main duties and responsibilities**

- To lead & supervise an installation team
- Installation of audio-visual equipment at client sites according to the provided documentation
- Test & commission all system components to enable full operation
- Ensure labeling and as-built documentation is accurate
- Maintain an organized workspace, vehicles and workshop
- To communicate & work closely with the installation Manager to achieve desired outcomes

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

**Other duties** Fulfil other duties as required by management and other department personnel as requested/required.

## PERSON SPECIFICATION

**Qualifications**

- Project management qualifications and an industry software programming background are highly desirable but not essential if supplemented by a proven track record.

However any of the following would be advantageous:

- Electrician
- Rigger
- Carpenter
- Structured cabling license
- Project Management
- EWP & Construction Industry Induction

**Experience**

- 4 years experience in audio visual installation or related electronics or entertainment industry
- Commercial construction experience

## Skills & competencies

- Skilled in PC & Microsoft Office programs
- Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face.
- Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience. The ability to communicate with installation Manger & team members to facilitate desired outcomes.
- Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
- Commerciality: ability to apply knowledge in a practical, commercial manner.
- Leadership: the ability to lead and inspire a group of technicians to achieve outcomes & build morale
- Teamwork: willingness to lead, assist and support others as required and get on with team members.
- Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Install and maintain audio visual equipment including display devices, projectors, televisions, camera systems, video conferencing systems (VC), microphones and speakers.
- Provide excellent equipment services to meet client expectations.
- Perform equipment storage and transportation activities in safe and secure manner.
- ensure inventory management of equipment, cabling, and accessories is accurate to avoid shortfall in stock level.
- Perform equipment additions, removals, repairs, replacements and inspections.
- Identify and resolve equipment malfunctions
- Assemble and disassemble audio visual equipment as needed.
- Test equipment to ensure they are in good and safe working conditions.
- Provide leadership & technical assistance to other Technicians when required.
- Maintain the work site, vehicles & workshop in a clean, safe and organized manner.

**Personal attributes**

- Professional approach.
- Leadership qualities
- High ethical and values based approach
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.
- Positive approach to change.
- Must be self-motivated and able to work unsupervised

**Other**

- Overnight/multisite stays away for work will be required to fulfil the requirements of the role.
- Clean driving licence

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

**EMPLOYMENT PACKAGE**

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|----------------------------|--|
| <b>Remuneration</b>        | A competitive salary package   |
| <b>Working hours</b>       | Generally, 7.30-4.00pm Monday to Friday                                    |
| <b>Vehicle</b>             | Vehicle provided with all expenses covered - limited personal use included |
| <b>Tools</b>               | Tools & laptop provided  |
| <b>Mobile phone</b>        | Provided   |
| <b>Probation</b>           | 3 months   |
| <b>Performance Reviews</b> | every 6 months   |