

Job Specification

Job Title	AV/IT Trainee Engineer	Revised	19/01/2023
Department(s)	Operations	Reports To	Operations Director
Employment Type	Full Time	Standard Hours	8am to 5pm
Main Purpose	Working as part of a team installing and commissioning AV and IT systems across a variety of sectors.		
Main Duties & Responsibilities include the following; other duties may be assigned			
<ul style="list-style-type: none"> ■ Assist senior engineers with the installation of AV/IT systems including, but not limited to, broadcast systems, displays, signage, video conferencing, audio, control and network systems etc ■ Support colleagues with proactive and reactive maintenance activities as required ■ Follow instructions and the training provided to work on all aspects of AV/IT rack builds, including cabling, termination, equipment mounting and testing ■ With guidance, develop a good interpretation of written directives including schematic diagrams, M&E drawings and cable structures ■ Compliance with the Risk Assessment and Method Statement (RAMS) provided by the management team ■ Assist with first fix elements, installing equipment racks, brackets, cabling and cable containment ■ Second fix installation of AV/IT hardware, cable terminations, connection plates, panels and technical furniture ■ Logging progress of given tasks in the working documents and schematics provided ■ Asset labelling and the updating of asset schedules provided for live projects ■ Checking deliveries, PAT testing and assigning items to projects accordingly ■ Developing and maintaining a knowledge of the company's markets, products and industry trends ■ Carrying out any reasonable request from your line manager ■ Ensuring that industry-leading customer satisfaction is always your top priority 			
Other Duties & Responsibilities			
<ul style="list-style-type: none"> ■ Complete the health, safety and technical training programmes provided by the company such as first aid at work, hot works, asbestos awareness, ladder awareness, working in confined spaces, PASMA, IPAF and AVIXA CTS certifications etc. ■ Comply with security regulations, providing personal references and ID documents as requested ■ Represent the company in a professional manner, includes wearing the provided uniform during normal works ■ Occasional out-of-hours work, including weekends where necessary to hit deadlines 			
Supervisory Responsibilities			
<ul style="list-style-type: none"> ■ n/a 			
Fiscal Responsibilities			
<ul style="list-style-type: none"> ■ n/a 			

Key Performance Monitors
<ul style="list-style-type: none">■ Compliance with the Risk Assessment and Method Statements (RAMS)■ Compliance with good health and safety practices■ Time keeping■ Completion of manufacturer or other industry qualifications to develop knowledge and skillset
Location
<ul style="list-style-type: none">■ The company's head office; some travel necessary including occasionally international

Person Specification

Job Title	AV/IT Trainee Engineer	Revised	19 January 2023
Department	Operations	Reports To	Operations Director
Qualifications			
<ul style="list-style-type: none"> ■ GCSE Grade C/Grade 4 in English, Maths and preferably Technology or Science. If you do not hold a qualification in an approved Technology/Science-based subject you can still apply, provided you have the required English Language and Mathematics grades. ■ Right to work in UK is essential, BPSS compliance is necessary for many of our customer sectors 			
Essential Experience			
<ul style="list-style-type: none"> ■ n/a 			
Desirable Experience			
<ul style="list-style-type: none"> ■ Any volunteering/part-time job roles where valuable work experience has been gained. 			
Personal Skills			
<ul style="list-style-type: none"> ■ Confidential and trustworthy with strong integrity ■ Tenacious, determined and well organised with good attention to detail ■ Adaptable & flexible ■ Approachable team player with good interpersonal skills ■ Able to follow instructions efficiently, show initiative and have an excellent work ethic 			