

## JOB DESCRIPTION

### Job Title: Junior AV Technical Draughtsperson

**Salary:** £ Depending on Experience

**Type:** Full-Time, Permanent

**Department:** Commercial Design

**Location:** High Wycombe

**Report to:** Design Manager

#### Main Purpose of the Role

Working as part of the Design Team and reporting directly to the Design Manager, you will be assisting the Technical Team in producing CAD drawings – Layouts, Elevations, Equipment Racks and M&E Layouts - for commercial AV installations, along with support on compilation of system user guides and product manuals.

#### Main Responsibilities

1. Producing AV Positional Layout Drawings, Rack Layout Drawings, Elevations and M&E Layouts (equipment/power/service/data positioning).
2. Producing full installation design drawings and 'As-Builts'.
3. Assisting in the production of Cable and Components listings, including first fix cable schedules.
4. Producing 'mid-project' variation notes, drawings, and records.
5. Specialist Drawings - As required for custom production work – Bracketry, plates, etc.
6. Tracking changes and developments in the drawings and plans, and reporting to the assigned Project Manager.
7. Co-ordinating drawing development against Site Survey Results, and Sales and handover information including - Scope of Works, M&E Requirements, Method Statements and Risk Assessments.
8. Other duties as required by your line manager.

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### Qualification and Experience

We are looking for a person with the proven skill set, training, and desire to develop a career in CAD design and design engineering.

### Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Achieved a good pass in a recognised CAD Design Qualification or relevant proven experience	Knowledge of the AV industry, manufacturers, and equipment
Problem solving abilities are essential	Prior experience in a technology focused company or role
Attention to detail and methodical in record keeping	
Ability to work well under pressure and to deadlines	
Good interpersonal skills and be able to communicate effectively with people across different roles	
Good working knowledge in standard Microsoft Office software applications	
Meticulous organisational skills	

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To be considered for this position, please submit a copy of your current CV with a cover letter to: [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk)