



Position Title: Electronics Technician

Job Summary:

The Electronics Technician will report to the Facility Services Manager and be responsible for the maintenance and operation of all audio, lighting, and video production equipment within Huntington Place. Property production equipment includes LED lighting systems, spotlights, digital audio systems, and other A/V equipment. Other duties will include managing technical aspects of HVAC and CCTV systems.

Key Job Elements:

- Manage and maintain all audio, lighting, and video equipment.
- Update and maintain all technical drawings related to all audio and video equipment and signal paths.
- Setting up and performing electrical wiring, programming, and basic construction according to layout diagrams and schedules.
- Troubleshoot and repairing equipment and provide technical support for events as needed.
- Keep accurate inventory of tools, A/V testing devices, and related equipment.
- Perform maintenance and preventive maintenance of cameras and other devices associated with the CCTV (Genetec) system, Variable Speed Drives associated with the HVAC systems and other projects.
- Manage communications connectivity throughout the building.
- Coordinate video and audio routing throughout the facility.
- Install, operate, maintain, and remove equipment necessary for event production: audio consoles/systems, microphones, lighting boards/fixtures, cameras and video switchers.
- Transporting, setting up, and installing media equipment and audiovisual support tools, including speakers, monitors, cameras, and equipment racks.
- Perform Audio and Video patching via copper and fiber patch for events as needed.
- Determine proper work procedures and examine completed work by AV contractors for completeness and quality.
- Develop, implement, and perform maintenance procedures for all AV Systems such as PA systems, LED displays, video displays, electronic marquees, lighting control systems and intercom systems (wired and wireless).
- Maintain and monitor facility inventory and spares related to Technical Services equipment.
- Schedule the annual cleaning of LED video displays.
- Assist with the budget as related to operating and event expenses and facility system upgrades.
- Prepare purchase orders for departmental equipment and needs.
- Read and interpret equipment performance charts and control equipment to evaluate the efficiency of each system.
- Investigate, analyze and resolve operational and maintenance problems; develop and implement preventive maintenance program for all facility electronic equipment.
- Become familiar with and utilize in-house Maintenance Work Order System.
- Play a crucial role in setup, breakdown and maintenance of production equipment and technology.
- Developing good relationships with clients to keep production moving and to help out production or event coordinators.
- Must be willing and able to work on weekends, holidays, late evenings and early mornings as required.
- Perform other work-related duties as assigned.

Qualifications:

- **Education & Experience** – Technical Degree from an accredited two-year college and two (2) years related experience and/or training; or an equivalent combination of education and experience.
- **Skills** – Must possess a thorough understanding of facilities audio, visual displays and other systems. Read and comprehend blueprints, drawings, manuals and other related material. Strong computer skills. Well organized and responsible with an aptitude in problem-solving. Excellent customer service skills. Ability to prioritize and to handle multiple projects simultaneously. Professional presentation, appearance and work ethic. Ability to lead, plan and organize. Mechanically inclined preferred. Takes initiative to fill gaps where needed. Proficient in AutoCad preferred.
- **Knowledge** – Use of procedures, techniques, machines, materials, equipment and tools used in technical construction, operation and maintenance of facility audio, visual and other systems. Proficient in terminating audio, video, and network cabling. Ability to troubleshoot basic software/hardware problems.
- **Communication** – Strong written, verbal and interpersonal skills required. Ability to interact with all levels of staff including management. Collaborates well with others. Listening skills, analytical skills and pays close attention to details.
- **Customer Focus** – Dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships while gaining their trust and respect. Professional presentation, appearance and work ethic.
- **Physical Demands** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to walk extensively; occasionally required to kneel, climb to high walkways or balance. The employee must occasionally lift and/or move up to 50 pounds. This position requires work inside and outside of the building and some exposure to adverse conditions.
- **Team Player** – Creates strong morale and spirit within the team. Fosters open dialogue. Deals effectively and tactfully with departmental personnel and the public.

TO APPLY:

Please go to the website listed below:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Detroit-MI/Electronics-Technician_R10014402

No Phone Calls

This position offers a competitive salary and benefit package.

Huntington Place /ASM Global is an Equal Opportunity/Affirmative Action Employer, and encourages Women, Minorities, Individuals with Disabilities, and Protected Veterans to apply. VEVRAA Federal Contractor.