

Job Description

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| JOB TITLE: | Presentation Technologies - Senior Design & Integration | DATE: | November 1, 2016 |
| REPORTS TO: | Manager, Presentation Technologies | | |
| JOBS REPORTING: | None | | |
| LOCATION: | Main Campus | | |
| GRADE: | USG 9/10 | | |
| DEPARTMENT: | Information Systems and Technology | | |

PRIMARY PURPOSE: The Presentation Technologies Senior – Design and Integration position is responsible for providing ongoing system designs for new and existing systems, programming services, installation services, top tier trouble shooting services, skill mentoring and development to Presentation Technology Services staff, on campus and off campus consultation services, project development and management services. These activities require liaising with campus-constituency, managers, leaders, end-users, and external contacts including architects, systems designers, trades personnel, and consultants. This position is also required to liaise at an in depth technical level with internal departments regarding IT services and best practices.. In cooperation with, and in the absence of, the Manager of Presentation Technologies this position will have the responsibility of assigning and allocating job duties to Presentation Technologies Specialists. Additionally, this position performs other duties and tasks assigned by the Presentation Technologies Manager.

KEY ACCOUNTABILITIES:

Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of “what the job does not the “how”.

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| 1. | <p>Design</p> <ul style="list-style-type: none"> • Acts as the central point of contact and service for presentation technologies design for registrar e-classrooms. • Provides presentation technologies design services to other groups on campus as time allows, or as assigned by the Presentation Technologies Manager. • Designs and implements presentation technologies standards relating to the implementation, installation, monitoring, and maintenance of presentation technology systems. • Informs and consults the Presentation Technologies Manager on all new and active design projects. • Actively investigates and researches new relevant technologies and solutions. • Consults and liaises with industry personnel including: technical engineers, design teams, and industry account reps. |
| 2. | <p>Systems Development & Integration</p> <ul style="list-style-type: none"> • Develops technologies as needed for the integration of presentation technologies systems. • Develops solutions (both software and hardware) as needed relating to presentation technologies. • Works with campus groups to develop and integrate presentation technologies solutions for assessed individualized needs. • Works with technical staff (Plant Operations, IST, network services, etc.) to develop and integrate presentation technologies systems. • Takes responsibility for providing technical direction in strategy formation, technology evaluation, requirements analysis, solution design, and system development, implementation, documentation, and deployment. Consults with facility administrators in academic and academic-support units to provide advice on how they might best use technology and products in areas of specialization and builds best-practices awareness. • Informs and consults the Presentation Technologies Manager on all new and active projects. • Consults and liaises with industry personnel including: technical engineering teams, and industry reps. |
| 3. | <p>Technical Senior</p> <ul style="list-style-type: none"> • Improves the effectiveness and efficiency of presentation technologies facilities, functions, and user work-flow processes through the creative application of leading-edge knowledge of information technology and presentation technologies. |

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| | <ul style="list-style-type: none"> • Possesses in depth technical knowledge regarding all aspects of AV related systems, and integrated sub-systems (audio visual based systems, lighting sub-systems, control sub-systems, network sub-systems). • Must be able to actively perform the roles of any of the Presentation Technologies Specialists. • Provides senior level installation and programming skills for all presentation technologies systems on campus. • Provides preventative maintenance solutions for presentation technologies equipment. • Ameliorates the effects of equipment malfunction by overseeing the quick replacement or repair, or provides immediate temporary equipment. • Provides diagnostic and repair services for all presentation technologies equipment. • Provides day-to-day technical guidance, work coordination, mentoring, and job supervision for Presentation Technologies Specialists. • Provides regular meaningful reports and statistics to the Presentation Technologies Manager. • Performs other duties as assigned by the Presentation Technologies Manager. |
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POSITION REQUIREMENTS:

If hiring today, what would be the minimum requirements?

- Education:** Relevant technical education and or certifications required. Industry and manufacturer certifications are a significant asset. A Valid provincial driver's license required. Infocomm (CTS, CTS-I, CTS-D), Crestron (DMC-E, P301, CCP), CompTIA Network+ certifications are preferred.
- Experience:** Minimum of 10 years of field experience installing, configuring, programming, and troubleshooting presentation technologies systems. Minimum of 2 years' design experience or demonstrable experience providing design, development, and integration services. Demonstrable experience using Crestron Simple Windows and Simpl+ are required. Experience using StarDraw, AutoCAD, or Visio are assets.
- Technical:** In-depth knowledge of technical theory and design theory related to presentation technologies, audio video signal transmission, networking, computing, and systems integration; In-depth knowledge of the design, installation, integration, and maintenance of audio systems; video systems, signal transport systems, control system; Advanced ability to read, interpret and generate schematic and technical drawings; Advanced ability to set up, maintain, and troubleshoot data networks, transport networks, hardware systems, software applications; Advanced ability to generate technical documentation;

| MS Word | Excel | PowerPoint | Other |
|------------|------------|------------|------------------------------------|
| Proficient | Proficient | Proficient | StarDraw, AutoCAD, Visio, BlueBeam |

NATURE AND SCOPE:

- **Interpersonal Skills:** Effective interpersonal skills to interact with all levels of Waterloo employees, students, and Industry personnel. Ability to work both independently or as part of a team, and build productive client relationships. Ability to negotiate, obtain, clarify and discuss information with technical and non-technical persons. Provide a competent, friendly, polished and professional image.
- **Level of Responsibility:** The Specialist must develop and maintain expertise with emerging, current, and evolving technologies, products, and practices. The Specialist must understand and communicate how and where they can be applied to fulfill University responsibilities better or more cost-effectively. This position has lasting impact to campus groups, areas, and systems, annual design and implementation expenditures in areas of direct responsibility may exceed \$1M.
- **Decision-Making Authority:** The Presentation Technologies Senior – Design & Integration position is responsible for liaising with high level / executive level decision makers, architects, engineers, and industry members, providing design, advisory, and consultation services. This position advises the manager of Presentation Technologies on new technologies, systems details, system support projections, and general technical details as pertain to presentation technologies.
- **Physical and Sensory Demands:** Must be able to lift and carry heavy supplies and equipment (up to 50 lbs), ability to move regularly across campus. Able to work on raised platforms. Requires exertion of physical or sensory effort resulting in moderate fatigue, strain. Long periods of focused concentration and or repetitive movement. Ability to multitask in a busy work environment.
- **Working Environment:** Campus based, mix of desk and across campus. Occasional travel required. Must be able to work flexible hours, including weekends.