



UNITED TECHNOLOGY SERVICE, INC.

5320 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: www.utechserve.com

UNITED TECHNOLOGY SERVICE, INC

Systems Engineer

POSITION TITLE: Systems Engineer

DEPARTMENT: Operations

CLASSIFICATION:

APPROVED BY: CR

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CARLOS RIVERA

POSITIONS SUPERVISED:

POSITION PURPOSE

The purpose of the Systems Engineer position at UTS, Inc. is to develop comprehensive audiovisual/IT systems for, but not limited to, corporate, government, educational, and house of worship facilities as accounts are awarded as well as existing accounts. The Engineer will be responsible for designing, engineering, drafting with AutoCAD, and developing and integrating equipment lists based on proposals, existing client base, and/or response to bids. The Engineer is also responsible for ensuring design compliance with electrical and AIA construction codes. The Engineer shall also prepare As-Built documentation along with Deliverables for systems. The Engineer is responsible for maintaining proper documentation and AutoCAD files for each project. The Engineer is also responsible for developing control programs for audiovisual/IT systems. He/she is responsible for interfacing with Project Managers, technicians, administrative staff, and clients when technical questions or problems arise.

The leadership, communication and interpersonal skills of the systems engineer have as much of an impact on the success of a project as technical skills. Effective team leaders continually strive to improve their ability to:

- Master the various roles of the project leader
- Motivate individuals and the team as a whole
- Communicate with and influence project stakeholders
- Facilitate internal and external communications
- Promote an effective systems engineer culture
- Resolve conflict and show leadership during crisis

American Graduate University's [Leading, Communicating & Motivating Project Teams](#) gives you the people and team building skills to help you lead or participate in forming and maintaining a motivated, high performance project team.



UNITED TECHNOLOGY SERVICE, INC.

5320 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: www.utechserve.com

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the development and implementation of systems engineering, policies, and procedures.**
 - a. Assists Senior Management in developing short and long term goals and strategies. Provides suggestions and recommendations.
 - b. Represents Company interests within communities and to government officials.
 - c. Maintains budgets and future estimates for individual projects. Ensure compliance to budgets.
 - d. Identifies and generates new business development.
 - e. Must know how to decipher architectural and engineering drawings.
 - f. Must have fundamental understanding of electronics.
 - g. Must know how to read and draw schematics.
 - h. Must possess fundamental knowledge of acoustics, audio speech reinforcement, audio for program playback, video for TV studios, video for presentation and display, control system operation and configuration, power systems as related to Audiovisual and IT, computer technology as related to Audiovisual/IT, AutoCAD.
 - i. Must engineer a system of uncompromising quality which exceeds all written specifications and customer expectations.
 - j. Must conduct job functions under the guides of Total Quality Management as premised on the philosophy of Edward Demings.
 - k. Must strive to obtain highest customer rating possible.
 - l. Ensure conformance between the system equipment list, drawings, and specifications.
 - m. Support the initiation of a project according to procedures established in the Operations Manual. It is critical that the Systems Engineer understands that their role generates revenue by primarily saving cost and time. In addition, the Systems Engineer is in a unique position to generate "extra" revenue by locating where improvement can be made which benefit the customer.
 - n. Assist with the coordination, ordering, and delivery of equipment on a timely basis.
 - o. Assist with the coordination between designer, client, and associated trades.
 - p. Maintain project schedule in accordance with the project's plan.



UNITED TECHNOLOGY SERVICE, INC.

5320 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: www.utechserve.com

- q. Work very closely with the shop in supervising technicians in laying out the cable forms and equipment location to ensure optimum performance as if he/she were in the field.
 - r. Implement, via submittal of approved drawings) and final fabrication of custom metal work and wood work.
 - s. Conduct proof of performance test.
 - t. Obtain system acceptance by getting customer to sign System Acceptance Form.
2. **Assumes responsibility for the efficient, timely, and accurate completion of Engineering functions.**
- a. Oversees design and implementation processes.
 - b. Initiates and negotiates bids with Senior Management and contractors.
 - c. Monitors and supervises production quality. Oversees inspection and testing of projects and identifies problems and resolves them quickly and effectively.
 - d. Regulates work flow to ensure maximum efficiency. Monitors utilization of equipment, facilities, and personnel.
 - e. Monitors all engineering operations for compliance with established safety policies and regulations.
 - f. Generates detailed reports relating to project status and compliance in a timely manner.
 - g. Ensures that Engineering functions are completed in accordance with established production, safety, and quality standards.
3. **Effectively supervises assigned personnel, ensuring optimal performance.**
- a. Directs and assigns personnel. Provides assistance and support as needed.
 - b. Trains, advises, and counsels employees and provides suggestions to improve performance and productivity.
4. **Assumes responsibility for maintaining effective communication, coordination, and working relationships with Company personnel and management.**
- a. Works closely with other departments to maintain schedules and implement changes and revisions in operational procedures.
 - b. Provides assistance and support to related departments as required.
 - c. Keeps management informed of area activities and of any significant problems.



UNITED TECHNOLOGY SERVICE, INC.

5320 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: www.utechserve.com

5. **Assumes responsibility for effective communication, coordination, and working relationships with external clients, customers, contractors, and officials.**
 - a. **Communicates with clients and customers. Answers technical and non-technical questions.**
 - b. Maintains relationships with regulatory officials to ensure compliance with requirements and the exchange of relevant information.
 - c. Works with and supervises outside contractors. Ensures compliance with customer needs, regulatory requirements, and industry standards.
 - d. Maintains relationships with outside vendors and suppliers. Reviews supplier specifications for adherence to project specifications.
 - e. Works with vendors in maintaining departmental training on new equipment and uses.

6. **Assumes responsibility for related duties as required or assigned.**
 - a. Ensures that work area is clean, secure, and well maintained.
 - b. Stays informed of developments and changes in engineering technologies.
 - c. Performs production duties as needed.
 - d. Completes special projects as assigned.



UNITED TECHNOLOGY SERVICE, INC.

5320 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: www.utechserve.com

PERFORMANCE MEASUREMENTS

1. **Engineering functions are well managed, coordinated, and completed in accordance with Company policies, procedures, quality standards, and safety regulations.**
 2. Good communication and effective working relationships exist with other departments.
 3. Professional relationships with regulators, inspectors, officials, suppliers, and customers are maintained.
 4. Engineering projects are closely monitored and supervised. Suggestions for improved techniques are provided. Project goals and deadlines are successfully met.
 5. Related documentation is complete, accurate, and timely.
 6. Senior Management is appropriately informed of area activities and significant problems.
 7. The Company's professional reputation is projected in all contacts.
 8. Engineering processes are in compliance with regulations and requirements.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION: College degree in engineering. CTS, CTS-D

REQUIRED KNOWLEDGE: Excellent understanding of Company operations.
Strong understanding of engineering principles, procedures, and standards.
Thorough knowledge of current requirements and regulations.

EXPERIENCE REQUIRED: Past managerial and technical experience.
Business development experience.

SKILLS/ABILITIES: Well organized with strong planning and project management skills.
Attention to detail.
Quality orientation.
Able to organize multiple projects.
Excellent communication skills.
Strong problem solving abilities.
Strong PC computing skills, including MS Office, Excel, and engineering software such as AutoCAD.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION



UNITED TECHNOLOGY SERVICE, INC.

5320 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: www.utechserve.com

TALKING:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly. (Many jobs could be done without talking.)
AVERAGE HEARING:	Able to hear average or normal conversations and receive ordinary information.
AVERAGE VISUAL ABILITIES:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
PHYSICAL STRENGTH:	Sedentary Work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

None. No hazardous or significantly unpleasant conditions. (Such as in a *typical* office.) Often required to visit jobsites.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems. Able to deal with very difficult concepts and complex variables.
MATHEMATICS ABILITY:	Able to perform very advanced mathematical and/or statistical operations.
LANGUAGE ABILITY:	Ability to read scientific and technical journals, abstracts, financial reports, and legal documents. Ability to prepare articles, abstracts, editorials, journals, manuals, and critiques. Ability to prepare and make comprehensive presentations, participates in formal debate, communicate extemporaneously, and communicate professionally before an audience.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded.



UNITED TECHNOLOGY SERVICE, INC.

5320 Lake Pointe Center Drive Suite B, Cumming, GA 30041

Phone: 770.886.1239 • Fax: 678.679.2618 • Web: www.utechserve.com

Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.