

## Operations Manager

You will be responsible for managing two to three installation crews and directing and leading the installation of commercial sound, video, intercom, and lighting systems. Ultimately you will be responsible to get the job done right, on time, and on budget.

Sound Planning Communications provides custom sound, video, intercom, and theatrical lighting solutions for commercial facilities - primarily corporate offices, educational buildings, and houses of worship. For almost 40 years we have been committed to providing technical solutions to the most challenging of situations. Our projects range in size from a few hours to several months and provide a great variety of day to day responsibilities.

This is an exciting opportunity for a challenging position, offering opportunity to grow personally and technically, with potential for advancement in the company. As a small business, we value our employees, their families, and the skills they bring to our company. This opportunity won't last long, so apply now!

### Responsibilities Include:

- Scheduling
  - Work with sales staff to plan installation time frames for current and future projects
  - Coordinate with installation crews and sub-contractors daily for job assignments
- Project Management
  - Review and walk through project with sales person
  - Develop plan for wire installation, speaker & component rigging, tools required, personnel necessary, and installation schedule
  - Order materials required for installation
  - Perform initial walk-through with installation crews at job site to review project and give direction for implementation. Some larger projects will require continuous on-site assistance, coordination and direction.
  - Interface with client to insure satisfaction and understanding of process
  - Connect with installation crews on job sites daily via phone and/or site visits
  - Coordinate with SPC systems engineers for scheduling of systems commissioning, tuning, training, etc.
  - Confirm that all components (speakers, projectors, lights, etc.) are installed safely, properly and correctly to engineer's specifications
  - Assist with system commissioning, testing, tuning, and training upon completion of project.
- Training
  - Train installers on proper installation techniques and safety
  - Train clients on operation of new or existing systems
- Service
  - Assist service manager in scheduling technicians for service calls
  - Perform service calls when service department is busy
- Administrative
  - Review and approve time sheets of installers and sub-contractors
  - Coordinate vacation schedules of installers

### Basic Requirements:

- Our top candidate will be a leader, a professional communicator, highly effective at meeting deadlines. Comfortable making decisions & initiating action.
- Must possess problem solving, trouble-shooting, and creative thinking skills.
- Experience with building structures, codes, construction processes.

- Ability to interpret and work from architectural and engineering drawings
- Mechanical skills crucial
- Time management critical.
- Note: this is a key operational position.
- Must have a verifiable “clean” background. We regularly work in locations requiring rigorous background checks.
- Must possess a valid driver’s license; have and continue to maintain a safe driving record.

**Qualifications:**

- Must possess 3-5 years of construction or low voltage installation experience
- Experience in installing commercial audio visual systems will put you at the front of the preferred line
- This is a professional position for those who want to be in the professional level of the Audio Visual industry.
- Must be able to: use hand tools & test equipment; already know how to solder & crimp connections; pull cable; lift up to 75#, sometimes overhead; climb ladders / lifts to 35+ feet.

**Benefit package can include:**

Generous Salary, Medical, Dental, Vision, Retirement Plan, Flex Benefit Spending Accounts, Education Reimbursement, and more.