

## POSITION DESCRIPTION

### POSITION PROFILE

<b>Position Title:</b>	Installation Technician – Entry Level
<b>Department:</b>	Installed Systems
<b>Location:</b>	<input checked="" type="checkbox"/> The P.A. People office (Rhodes) <input type="checkbox"/> Hybrid model (office/working from home) <input checked="" type="checkbox"/> On-Site (various locations, may include intra/interstate travel)
<b>Type of Employment:</b>	Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/>
<b>Reports To:</b>	Manager, Installed Systems
<b>Direct Reports:</b>	Nil
<b>Document Effective:</b>	November 2021 version 1.0
<b>Document Modified:</b>	April 2022 V2.0

### ABOUT THE P.A. PEOPLE

The P.A. People is a specialist integrator and contractor in sound reinforcement, audio visual systems, performance lighting and production communications. With over 50+ year history the company has developed a reputation as a leader in these fields, understanding the rigours of working in a design construct environment and working with other trades and services to ensure delivery of a fully integrated package.

The P.A. People is independent, Australian owned and Sydney based, operating locally, nationally and globally. Our activities are divided into three operational groups: sales, hire service, installed systems and event communications.

The position of Installation Technician (entry level) is part of the Installed Systems team. This is the largest group within The P.A. People in terms of revenue generated and staff numbers. The team's strength is that it covers every aspect of a solution from the sale, through design, engineering, installation and commissioning. Our mission is to deliver the right solution at the right price, on time and with the performance and workmanship quality solutions demand.

### POSITION SUMMARY

As part of the Installed Systems team, the Installation Technician (entry level) you will be required to complete work tasks on constructions sites, client premises and within our The P.A. People offices.

The role will be working predominantly in a team environment, with primary tasks including taking instructions from senior staff in the installation and mounting of cable and equipment for audio, AV, lighting, broadcast and control systems, working with product and system schematics.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The key responsibilities of this role includes, but is not limited to:

- Reviewing and understanding installation documentation in order to gain an understanding of the works required.
- Installation of cable including cable support and opening of cable pathways.
- Installation of equipment including mounting brackets and equipment structural supports.
- Testing of cable, equipment and systems upon completion of installation.
- Reporting to senior staff for task updates and communicating task concerns and/or difficulties.
- Completing general administration tasks.
- Completing works in the order specified on the work schedule.
- Clearly communicate the progress of your tasks against the work schedule to your immediate supervisor as required.
- Work collaboratively with other staff to achieve strong results across all activities at The P.A. People.
- Support the general team during busy periods or during leave (where the individual has skills and experience to do so).
- Ensure behaviour during all work interactions is aligned to our values.
- Fulfil other tasks associated with the departments or organisations core peripheral activities that your manager/s may reasonably ask you to perform.

## DECISIONS MADE IN THIS POSITION

### Decisions made in the position

- To follow the lead of experienced team members within the Installed System team and take the lead as each task requires.

### Decisions referred

- Refer any decisions to cut into the customers building or property to the senior installer or Project Manager.
- Refer any change of the design or implementation method of the system to senior installer or Project Manager prior to making the change.

## WORKING RELATIONSHIPS

You will report to the Manager, Installed Systems and be supervised on a day-to-day basis by a Senior Installation Technician or Project Manager.

As a member of the Installed Systems team, you will work closely with people holding the following positions in The P.A. People and have external contacts and relationships with:

### **Internal**

- Manager, Installed Systems
- Project Managers
- All team members of the Installed Systems team, including installers, engineers, warehousing staff and the finance/admin team.

### **External**

- Various customers
- Various Installers on external sites

## SELECTION CRITERIA

<b>Qualifications Certificates Licenses</b>	<p><b><u>Mandatory</u></b></p> <ul style="list-style-type: none"> <li>• Current NSW Working with Children Check</li> <li>• Current Police Check</li> <li>• COVID-19 Vaccination Certificate</li> <li>• Current NSW Drivers licence</li> <li>• Maintain eligibility to work in Australia</li> </ul>
	<p><b><u>Highly Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Construction ‘white’ card (<i>CPCCWHS1001 - Prepare to Work Safely in the Construction Industry</i>) Old unit code CPCCOHS1001A is accepted.</li> <li>• Elevated Work Platform (EWP) ‘yellow’ card</li> <li>• Other trade related or audio/visual qualifications</li> </ul>
<b>Experience Knowledge and Skills</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Have a demonstrated interest and understanding in audio visual technology.</li> <li>• Have an understanding of construction methodologies including cable installations and structural integrity of materials.</li> <li>• Basic computer skills across the Microsoft office suite.</li> <li>• Good communication skills (including written, verbal and virtual).</li> <li>• Strong interpersonal skills and ability to build a rapport with others and an ability work collaboratively.</li> <li>• Problem-solving skills, that are solutions focused.</li> <li>• High attention to detail and accuracy in all work performed.</li> <li>• Sound interpersonal skills and problem-solving skills.</li> <li>• Have a proactive, adaptable, and positive approach.</li> </ul>

## PERSONAL ATTRIBUTES

### Creative and Innovative

- Finds ways to work better and smarter
- Generates options and ideas
- Is open to change and alternatives

### Determined

- Deals with obstacles
- Has a commitment to quality
- Sense of ownership and pride in one’s performance

### Collaborative

- Inspires trust
- Engenders a spirit of teamwork
- Works with others to achieve common goals

### Analytical

- Reviews opinions before making judgements
- Presents clear and logical arguments
- Takes a systematic approach when building toward improvements

### Honest

- Is credible and truthful
- Is reliable and trustworthy
- Acknowledges and learns from mistakes

### Flexible

- Adapts to changing circumstances in the workplace
- Prioritises work and addresses what is most important
- Takes advantage of new and emerging opportunities

### Self-disciplined

- Manages own time to achieve key outcomes
- Avoids distraction and diversions

## WORKPLACE POLICIES AND PROCEDURES

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It is expected The P.A. People team members are familiar with and perform their duties in line with The P.A. People's values, relevant code of conduct & ethics, policies and procedures, professional standards and legislative requirements.

## WORK HEALTH AND SAFETY

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The P.A. People team members are required to take reasonable care for their own health and safety, and that of others in the workplace. That their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

## GENERAL NOTATIONS

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- The role will require you to provide and maintain your own basic hand tools.
- Good physical health and mobility is required to complete most tasks associated with this position.
- A uniform will be provided and is to be worn during ordinary working hours.

## DOCUMENT ACCEPTANCE

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No position description can capture the complexity of tasks undertaken by a role within The P.A. People. Therefore, this position description should not be seen as limiting. Some flexibility is required when using this position description, as there may be other tasks, not described within this description, which may be given to this position from time-to-time.

Position descriptions evolve and change over time, The P.A. People will revise and amend position descriptions as required.

*I have read and understood all details continued in this Position Description.*

*I acknowledge this document is not intended to constitute a complete list of my duties and I may be required to carry out other duties consistent with my position or as reasonably instructed by management.*

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*Employee Name*

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*Employee Signature*

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*Date*

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*Managers Name*

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*Managers Signature*

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*Date*