

## JOB DESCRIPTION

Job Title: Design Engineer  
Department: Engineering  
Reports to: Engineering Manager – Mike Fornander  
Employment Class: Part/Full-Time  
Pay Type: Salary  
Pay Range: Depending on Experience  
Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

### SUMMARY

The Design Engineer is responsible for the creation of AV solutions in response to customer needs. Designers will assess customer needs and in response prepare bills of material, specifications, scopes of work, and conceptual schematics that will guide the rest of the Neurilink team from quote through customer training and subsequent service.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assess customer needs in person or via an Account Executive's needs analysis.
- Create a bill of materials based on customer needs and ensure that said bill of materials will satisfy intended uses.
- Estimate services required to accomplish integration.
- Write system specifications and statements of work.
- Draft a conceptual/pictorial schematic of the proposed system/s.
- Assist Account Executive in presentation of proposed solutions to customer.
- Draft or oversee drafting of solutions. Provide final approval on drawings.
- Provide guidance to programming and configuration on intended system setup and operation.
- Provide support to integration team as needed to accomplish the integration.
- Assume ownership over the design from beginning to end.
- Attend manufacturer and industry trainings as needed.
- Provide technical trainings for technicians and other team members as needed.
- Provide client system training as needed.
- Evaluate potential products and stay up to date on product offerings.
- Stay up to date on industry standards and best practices.
- Obtain and maintain various industry certifications, many of which require passing a written exam.

### QUALIFICATIONS AND REQUIRED COMPETENCIES

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and in a timely manner. You must also:

- Be proficient in Office 365 / 2016, Bluebeam, Visio 2016, and AutoCAD experience a plus but not required.
- Have a background in the audio-visual industry.
- Basic IT knowledge (OSI model, TCP/IP settings).
- Have an understanding of architectural drawings, electrical & telecommunications drawings and related materials.
- Have good prioritization and stress-management techniques.
- Have excellent communication skills.
- Interest in technology and audio-visual systems beneficial.

### SUPERVISORY EXPERIENCE

This job has no supervisory responsibilities.

### EXPERIENCE

- High school diploma or GED equivalent required
- Associate's or Bachelor's degree preferred.

### CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License
- CTS certification preferred, but not required. Will be required after hire.
- CTS-D certification preferred, but not required.

**PHYSICAL DEMANDS**

- Sitting for extended periods of time
  - Dexterity of hands and fingers to operate a computer keyboard, mouse and to handle other office equipment
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