



## Low Voltage Expediter

**Company Profile:** General Communications is one of Wisconsin's largest two-way radio dealers with thousands of customers in Wisconsin and Illinois. It is a family-owned business with four locations in Madison, Milwaukee, Eau Claire and McHenry, IL. General Communications is fully versed in the newest advances in technology, from digital two-way radios to 9-1-1 dispatch systems, in addition to sales and rentals, service and repair, installations, vehicle lighting and custom vinyl lettering/graphics/signs.

**Summary:** The Low Voltage Expediter will oversee the installation of radio/cellular amplifiers and distributed antenna systems (DAS) in the Madison area with occasional travel to Milwaukee and Chicago area.

### Duties/Responsibilities:

- Expediting DAS installations. Specific responsibilities include interfacing with DAS engineers, project managers, sub-contractors, and customers for the successful installation of DAS systems
- Keeping both customers and companies informed of progress of installation(s)/projects
- Creating and following project schedules
- Interfacing with customers and installation crews as needed to successfully complete projects
- Submitting/tracking materials and equipment required for installation
- Creating and following through change orders for customers as appropriate
- Installing and commissioning new systems.
- Installing and termination of cabling and connectors
- Demonstrating proficiency in using test equipment
- Troubleshooting system and test equipment problems to satisfactory resolution
- Working with the technical support staff to address and solve problems to customer's satisfaction
- Performance will be measured based on the feedback from the technical support staff and the number/type of requests for assistance
- Working with other team members as needed to complete proposals and projects accurately and efficiently
- Cooperating with sales representatives to address customer concerns in a timely manner
- Completing site surveys to troubleshoot and provide to PM and DAS designers signal findings/data points to aid in design process
- Update, document, and file job related documentation to appropriate locations for record keeping.
- Assisting in warehouse maintenance and inventory

### Qualifications/Requirements:

- Ability to pass a drug test and background check
- Must possess excellent communication and listening skills
- Must have excellent organizational and time management skills
- Must possess a strong attention to detail
- Must be proficient in Microsoft Office Suite
- Must be able to lift upwards of 50lbs unassisted
- Repeatedly ascend and descend ladders ranging from 6-14ft
- Walk continuously throughout the jobsite while carrying ladders, tools, and installation materials
- Work indoor/outdoor with variable conditions
- Demonstrate ability to work in a professional manner at all job sites
- Demonstrate ability to think analytically and to solve complex problems

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**Madison Office**  
2880 Commerce Park Drive  
Madison, WI 53719  
(608) 271-4848

**Milwaukee Office**  
12130 W Carmen Avenue  
Milwaukee, WI 53225  
(262) 439-2000

**Eau Claire Office**  
4651 Anderson Drive  
Eau Claire, WI 54703  
(715) 225-7604

**McHenry Radicom Office**  
2604 N Chapel Hill Road  
McHenry, IL 60051  
(815) 385-4224



- Demonstrate ability to work independently as projects require, while working with a sense of urgency
- Demonstrate a basic understanding of RF Systems
- Demonstrated ability to use basic hand and power tools needed for installation projects

**Desired Attributes:**

- OSHA 10 training a plus
- Previous low voltage experience a plus
- A team player
- Trustworthy
- Motivated
- Dependable
- Organized
- Respectful
- Willing to learn
- Professional
- Accountable for team and personal success

**Benefits:**

- Hourly wage is based on experience
- This position is available to the right candidate immediately or with appropriate notice to current employer
- Health Care, Dental, & Vision plans
- Life & Disability Insurance
- Comprehensive 401(k) with Company Match
- Paid leave and vacation
- Annual Employee Appreciation Party
- Seasonal Hours
- Fun and friendly atmosphere

**Job Type:** Full-time

- **“General Communications is an Equal Employment Opportunity/Affirmative Action Employer”**

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