



Burrows Pro Audio Video
3501 East Main
Weatherford Ok, 73096

BPAV AVL PROJECT MANAGER 2025

Job description

COMMERCIAL AUDIO VIDEO AND LIGHTING SYSTEMS PROJECT MANAGER

BPAV is an established and growing commercial audio, video, lighting, CCTV, and Access Control design and installation company in Weatherford, Oklahoma. We are seeking a self-motivated individual for a full time position with our company.

Job description

The ideal candidate would be available Monday through Friday 8am to 5pm.

This position is an important part of our company as the individual in this position will have contact and represent our company to each customer that they service. This individual is the hands and feet of our company—he/she is “BPAV”.

It is critical that this individual sincerely enjoys helping people, is service oriented and willing to do whatever it takes to ensure our customers are taken care of. This position requires willingness to do all that is needed or requested to make our company the best it can be in a manner that accurately/effectively reflects our company values.

Responsibilities and duties include:

- Actively manage the daily AVL installation schedule.
- Coordinate with AVL team leads, customers and jobsite supervisors to efficiently schedule and complete projects.
- Receive, review and log AVL team member time off requests and adjust schedule and resources accordingly to meet project goals.
- Receive, review, approve and submit AVL team member time sheets for payroll processing.
- Inspect project materials prior to system deployment and during installation to ensure efficient installation and communicate with purchasing agents as needed.

- Assist the AVL **TASD (Tech advisor and systems designer)** with field inspections and system installation quality control.
- Manage customer relationships and perform post installation follow up calls to ensure customer satisfaction.
- Ensure all work complies with company policies, procedures, standards, and conventions.
- Use company software and apps to update and communicate daily job progress.
- Train and mentor new installers in a positive way that promotes technical skill development and personal growth.
- Seek talented individuals in our industry for future employment to aid in company expansion.
- Actively train and develop other team members to assume the role of project manager to allow for future company expansion.
- Assist other departments when needed
- Oversee the entire project lifecycle, from project approval to project closure
- Continually collaborate with lead installers to resolve issues between the project plan and actual site work.
- Appropriately execute final authority over issue resolution related to project plan and implementation.

This position requires the following skills:

- Positive attitude
- Previous management experience
- Experience in policy and process development
- The ability to empathize and create trust with installers
- Problem solving and strategic thinking skills
- Adaptability
- Time management
- Strong customer relationship skills
- Ability to organize and plan tasks
- Experience in installing and operating commercial AVL systems is preferred but not required. For example in schools, churches, commercial businesses and or event production.
- Persuasive and proactive individual with strong ability to adapt during times of change
- Ability to effectively communicate with team members and contractors who come from a broad spectrum of disciplines
- Strong written and oral communication skills
- Strong interpersonal skills

- Must be able to learn, understand, and apply new technologies
- Ability to effectively prioritize and execute tasks in a fast-paced environment

Physical Requirements:

- Ability to work in various environments and weather conditions.
- Ability to lift 50lbs.
- Ability to work from ladders/scissor lifts.

Company provides:

- Transportation to and from the job site from our home base.
- All tools needed for completion of work.
- Opportunity for future promotions. (We always promote from within if possible)

Typical projects:

- Sound, video and lighting systems installation in commercial facilities, including but not limited to public schools, universities, churches, hospitals, casinos, etc..
- Presentation systems in classrooms and board rooms of all types and sizes.
- Intercom and bell systems for public schools and churches.

Travel requirements:

- Based on the duration and location of a specific project, travel and overnight stays may be required in this position. When overnight travel is required hotel accommodations and transportation are provided by BPAV and per diem is paid as outlined in the BPAV per diem request form.

Other requirements:

- Employees are required to have a functional smart phone.
- Employees are required to maintain a valid and active drivers license.

BPAV Company benefits:

- Health insurance (Blue Cross Blue Shield of Oklahoma)
- Life insurance
- 6 Paid Holidays a year
- Paid time off (Up to 10 days during year 1, 15 days year 2)
- Company managed voluntary PTO bank
- Company matching retirement plan (SIMPLE IRA).
- Employee discounts

BPAV Company voluntary benefits:

We offer the following voluntary plans, where employees can elect coverage and are responsible for the entire premium.

- Dental insurance
- Vision insurance

Job Type: Full Time

Schedule:

- Typically 8 hour shifts Monday - Friday

Salary: \$50,000.00 - \$65,000.00 per year



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Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit #

City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for: AVL PROJECT MANAGER

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Are you a registered sex offender? YES NO

Have you ever been convicted of a felony? YES NO

Do you have a valid driver's license? YES NO

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma::

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

PLEASE ANSWER APPLICATION QUESTIONS ON NEXT PAGE IN FULL AND INCLUDE THEM WHEN SUBMITTING YOUR APPLICATION.

- How many years of managerial/project management experience do you have?

1. None

2. 1-5

3. 5+

- Have you ever been employed in the following fields? If so, please list the field and the company you were employed by. Audio, video, CCTV, access control, cable, internet, electrical, low voltage, commercial or residential construction.

- Are you willing to travel and stay overnight in the state of Oklahoma if required to complete a project?

YES

NO

Thank you for your interest in working for BPAV! Please complete this application packet in full and return it to:

**BPAV
3501 E Main
Weatherford, OK 73096**

Or email it to us at Info@burrowsproaudio.com.