



JOB DESCRIPTION

Post Title:	HVAC Technician
Reporting to:	Principal Engineer- Electrical & Infrastructures
Salary Band:	Band 03 (11k-14k) + applicable allowances

Job Purpose

Responsible for installation, repair and maintenance of air-conditioning, ventilation and heating equipment and systems of the Corporation.

Key Result Areas

FUNCTIONAL

Install, maintain and repair of heating, ventilation and air conditioning systems and equipment of the Corporation.

- Perform preventative maintenance, (filter change, clean de-rust, paint etc.) on air-conditioning, ventilation and heating equipment on a planned and regular basis.
- Install, remove and troubleshoot air-condition units as and when required.
- Locate and diagnose electrical and mechanical faults for HVAC systems.
- Clean, adjust and repair systems, and perform warranty services.
- Perform emergency repairs promptly and efficiently.
- Identify maintenance risks on equipment.
- Keep daily logs and records of all maintenance functions.
- Attend to emergency repairs outside normal working hours, weekends, and public holidays.
- Provide necessary assistance to senior members of the team when required.
- Perform plumbing services if needed with HVAC systems.
- Produce reports on all matters associated with area of functional responsibility, whenever required.

ORGANISATIONAL

Ensure cost-effective utilisation of Resources.

Specifically:

- Eliminate or Reduce Wastage, where identified
- Ensure equipment & assets are used and maintained properly
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**

Set a personal example in Health & Safety compliance through:

- Observing safe working practices as advised and instructed
- Considering Safety & Health of self and others who may be affected by work activities
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury
- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

Essential Qualifications/Experience/Skills

- Diploma (or similar qualification) in Refrigeration and Air-Conditioning.
- Experience in Installation and Maintenance of Air-Conditioning and heating equipment
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Ability to work in confined spaces and at heights
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

Desirable Qualifications / Experience

- Experience and qualifications as an Electrical or Mechanical Technician
- Driving Licence

Core Behavioural Competencies

TEAMWORK	<ul style="list-style-type: none"> • Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support. • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds. • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position. • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
ACCOUNTABILITY	<ul style="list-style-type: none"> • Takes ownership of tasks and functional responsibilities. • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties. • Justifies decisions taken, with confidence, openness and honesty. • Takes responsibility for seeing efforts through. • Makes sound and fair judgment. • Makes informed and accountable conclusions and decisions. • Is open to feedbacks and uses errors or oversights as learning points.
ADAPTABILITY	<ul style="list-style-type: none"> • Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives. • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent. • Thinks of ways to make changes work, rather than resisting them. • Makes suggestions for increasing the effectiveness of a changing environment. • Plans ahead and has an alternative option in case things go wrong or unexpected. • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change. • Able to prioritise effectively and plan flexibly to be able to deal with change.
RELIABILITY	<ul style="list-style-type: none"> • Is dependable and can be relied on in different circumstances. • Gets the job well-done every time and within deadlines. • Shows up to work on time. • Goes the extra mile to produce expected results even in tight deadlines. • Persists through difficult tasks and brings out credible results.
CONDUCT & INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Behaves in a professional and appropriate way to set the right example in the workplace. • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done. • Behaves in a manner that is accepting, respectful and inclusive of all people. • Puts continuous effort into building and maintaining relationships. • Accepts conflict as an opportunity to strengthen relationships. • Responds willingly to requests for help and information, where possible • Is honest and open-minded. • Has a 'can-do' and 'will-do' attitude.