

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>A/C Technician (South)</b>	<b>Direct Reports:</b>	N/A
<b>Reports to:</b>	Maintenance Supervisor Mechanical, Electrical & VACR	<b>Internal Contacts:</b>	All departments of the facility to which the applicable service is provided
<b>Department:</b>	Engineering	<b>External Contacts:</b>	Suppliers

### JOB SUMMARY:

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Role and Core Function: Inspect, diagnose, service and maintain all air conditioning (A/C), ventilation and refrigeration (VACR) units/systems at SLASPA's Southern facilities. The person is to carry out all required air-conditioning and refrigeration installations and assist in other related technical areas.

### DUTIES AND RESPONSIBILITIES

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1. To carry out preventive maintenance as scheduled.
2. To advise on improvement to this schedule to improve working performance.
3. To perform breakdown maintenance/repairs as and when required.
4. To install new air-conditioning and refrigeration units as per accepted international standards.
5. Isolate and report all unsafe systems.
6. Audit and update inventory to ensure economy of scales and equipment availability.
7. Assist in upgrading all heating, ventilation, air conditioning and refrigeration equipment.
8. Suggest procedures to minimise downtime.
9. Train subordinate officers.
10. Assist in the formulation of a preventive maintenance schedule with specific task description and record charts.

### QUALIFICATIONS, SKILLS & EXPERIENCE

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- A Diploma in air conditioning and refrigeration systems to include internal operations, installation and diagnostics. This diploma should have been obtained from an accredited college/university. This individual should show a good knowledge of the core aspects of the academic qualification.
- Must have an understanding of wiring and operation of single and three phase machinery and components as it pertains to the air conditioning and refrigeration fields.
- This individual should have a minimum of five years post diploma or certificate related working experience.
- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening skills.

### FAVORABLE ATTRIBUTES

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- Function with a team environment.
- Ability to be flexible with work assignments.

- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.
- Possesses strong problem-solving skills

**SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : \_\_\_\_\_

Employee's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

CONFIDENTIAL