



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MAINTENANCE TECHNICIAN (AIR CONDITIONING & REFRIGERATION)	2. DIVISION ERHA HEAD OFFICE	3. DEPARTMENT FACILITIES
4. ORGANISATIONAL RELATIONSHIP The Maintenance Technician (Air Conditioning & Refrigeration) will report to the Facilities Coordinator.	5. NATURE & SCOPE The Maintenance Technician (Air Conditioning & Refrigeration) is responsible for installing, maintaining and repairing heating, ventilation, air-conditioning and refrigeration systems throughout the Authority.	
6. SPECIFIC ACCOUNTABILITIES The Maintenance Technician (Air Conditioning & Refrigeration): <ul style="list-style-type: none"> <input type="checkbox"/> Maintains and repairs heating, ventilation, air-conditioning and refrigeration systems <input type="checkbox"/> Reviews blueprints, installing air conditioning systems/refrigeration. <input type="checkbox"/> Test systems for proper functioning, performing emergency repairs, maintaining tools, ordering supplies and making routine adjustments to maximize operational efficiency. <input type="checkbox"/> Records data when inspecting systems, such as temperature of equipment, fuel consumption and hours of operation. <input type="checkbox"/> Provides recommendations for the purchase, repairs and maintenance of HVAC systems <input type="checkbox"/> Ensures the recovery and proper disposal of refrigerants when servicing air conditioning equipment since refrigerants can be harmful to the environment. <input type="checkbox"/> Performs any other related duties. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of equipment design and construction, electronics, temperature control, installation, maintenance and repair. <input type="checkbox"/> Knowledge of Laws, regulations, guidelines, and codes standards pertaining to operation, maintenance and repair to Air Conditioning & Refrigeration units. <input type="checkbox"/> Knowledge of local and international safety codes and practices pertaining to health institutions. <input type="checkbox"/> Knowledge in engineering methods, materials, and tools used in the maintenance of electrical installations and equipment in health institutions. <input type="checkbox"/> Ability to read, understand and follow safety procedures. <input type="checkbox"/> Ability to work independently. <input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Electrical/Electronic Certificate in Air Conditioning & Refrigeration installation/repair from an accredited technical institution. <input type="checkbox"/> Two (2) years' experience in this field. <input type="checkbox"/> Any equivalent combination of training and experience. 		
9. SUPERVISORY RESPONSIBILITIES Not applicable.		

Date Approved: November 2009

Amended March 2017 (Pending Approval)

ERHA – HRD jobdescription

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

General Manager-Operations

- Manager-Hospital Administration
- Engineering Assistant
- Facility Coordinator
- Area Administrative Officer
- Primary Health Care Administrative Officers
- All Heads of Department

External:

- Equipment Suppliers