



TERMS OF REFERENCE

MAINTENANCE TECHNICIAN – HEAT, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVACR)

The Contractor shall report to the Plant Engineer II or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Authority and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

Minimum Training and Experience

- Training as evidenced by Certificate or Diploma in Heat Ventilation Air Conditioning and Refrigeration (HVACR) from a recognised institution.
- Minimum of three (3) years' experience in the maintenance of all types of air conditioning and refrigeration equipment in a hospital or complex environment.

Tasks

The contractor shall work as part of the Facilities Management Team and provide technical expertise during the discharge of the following:

- Performs all preventative, routine, emergency and scheduled maintenance work on all air conditioning systems and refrigeration equipment.
- Executes requests for maintenance on all units in an accordance to standard operating procedures and established protocols.
- Assists other Technicians as required and when requested.
- Conducts preventative maintenance work on all equipment parts at the prescribed time and intervals.
- Reports the failure or malfunctioning of components or equipment in the system to the organisational relationship in an efficient manner.
- Ensures that all safety procedures are followed at all times in the execution of duties.
- Prepares list of materials required to execute works and maintain accurate records of work done and time spent on each job.
- Completes and/or oversee all tests, inspections and maintain the necessary documentation to assure that the Authority operates in compliance with legislative, safety, environmental and hazardous waste codes.
- Directs, coach and/or assist lower classified technicians in all phases of HVACR and electro-mechanical work.
- Completes all reports in an efficient and timely manner.

Deliverables

The Contractor shall further provide:

- Prepares reports on matters related to facilities management as required.