



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MAINTENANCE TECHNICIAN (HVACR)	2. DIVISION SANGRE GRANDE HOSPITAL CAMPUS	3. DEPARTMENT FACILITIES MANAGEMENT UNIT
4. ORGANISATIONAL RELATIONSHIP The Maintenance Technician (HVACR) will report to the Facility Technician.		5. NATURE & SCOPE Responsible for overseeing and performing installation, maintenance, operations and service on all types of Heat Ventilation Air Conditioning and Refrigeration (HVACR) and mechanical systems at the Institution.
6. SPECIFIC ACCOUNTABILITIES The Maintenance Technician (HVACR): ❑ 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 Facility Coordinator 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, coaches and/or assists lower classified technicians in all phases of HVACR and electro-mechanical work. ❑ Completes all reports in an efficient and timely manner. ❑ Performs other related duties as directed by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES ❑ Good communication (oral/written) skills. ❑ Sound interpersonal skill with the ability to work collaboratively with others. ❑ Highly skilled in reading and interpreting equipment manuals; modifying and correcting sketches and diagrams. ❑ Ability to adhere to safety and environmental regulations and policies.		

- ❑ Physical strength and dexterity to assist with lifting heavy equipment.
- ❑ Ability to work in tight spaces.
- ❑ Ability to use Microsoft Office Suite.
- ❑ Ability to establish and maintain effective working relationships with staff, contractors and the public.

8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Training as evidenced by Certificate or Diploma in Heat Ventilation Air Conditioning and Refrigeration (HVACR) from a recognized 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.
- ❑ Any equivalent combination of training and experience may be considered.

9. SUPERVISORY RESPONSIBILITIES

- ❑ N/A

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ❑ All Staff within Facilities Department
- ❑ Daily Paid cadre of staff
- ❑ All staff at Facilities

External:

- ❑ Contractors