



TOBAGO HOUSE OF ASSEMBLY
JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE:	ANCILLARY WORKER – AIR CONDITIONING
JOB SUMMARY:	
<p>An employee in this class performs skilled work in the supervision of technicians and unskilled workers engaged in the installation, repair and maintenance of air conditioning and refrigeration equipment. Work involves participating in the installation, repair and maintenance of air conditioning and refrigeration equipment, inspecting government facilities and the supervision of a group of subordinates engaged in related work. Assignments are received from a superior officer, except in cases of routine repairs or installations where the employee can devise his own methods. Work is reviewed by a superior officer by means of verbal and written reports as well as observation of the work in progress and upon completion for workmanship and conformance with instructions.</p>	
REPORT TO:	Designated Officer
SUPERVISION GIVEN TO:	-
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none">• Supervises and participates in the skilled work of a crew of air conditioning and refrigeration techniques and helpers in connection with the installation, repair and maintenance of air conditioning and refrigeration equipment.• Plans daily work assignments with the supervisor and assigning duties to charge hands and technicians.• Visits Government's facilities and makes inspections of equipment in response to complaints, reports findings and makes recommendations to effect the necessary repairs.• Inspects work in progress and upon completions.• Advises users on the proper method of operation the air conditioning units and refrigeration equipment.	

- Prepares estimates for jobs to be undertaken.
- Maintains proper production records including the number of air condition units and refrigeration equipment entering and leaving the workshop, repairs done, material used and the technicians completing the repairs are reported.
- Ensure bills are returned to regional office for prompt payment.
- Performs other related duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Knowledge of the techniques of repairing and principles involved in the maintenance of air conditioning and refrigeration equipment.
- Knowledge of the materials, tools and other equipment used in the servicing and maintenance of air conditioning equipment.
- Knowledge of the general application of air conditioning and refrigeration engineering principles.

SKILLS AND ABILITIES:

- Skill in the installation, repair and maintenance of refrigerators and air conditioning units.
- Skill in the use and care of standard tools, equipment and testing devices used in the trade.
- Ability to supervise a small group of technical subordinates engaged in the maintenance and repair of air conditioning units and refrigeration equipment.
- Ability to install, repair and maintain air conditioning units, refrigeration equipment and related equipment.
- Ability to keep routine records and make simple reports.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Experience in the servicing and maintenance of air conditioning units and refrigeration equipment and training as evidenced by the National Craftsman Diploma in Air Conditioning and Refrigeration; or any equivalent combination of experience or training.
- Police Certificate of Good Character