

## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>AIR-CONDITION TECHNICIAN II</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>REPORTS TO:</b>	<b>AIR-CONDITION SUPERVISOR/SENIOR AIR-CONDITION TECHNICIAN</b>
<b>DEPARTMENT:</b>	<b>PHYSICAL PLANT DEPARTMENT</b>
<p><b>SUMMARY:</b> The Air-Condition Technician II is responsible for the installation, maintenance, repair, construction, assembling, laying out, modification and maintenance of the air condition and refrigeration systems.</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b> The position of Air-Condition Technician II is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Clock in upon arrival and departure at the end of the shift;</li> <li>➤ Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas, move furniture and equipment as necessary;</li> <li>➤ Service air-condition and refrigeration systems;</li> <li>➤ Repair or replace defective air-condition equipment, components or wiring;</li> <li>➤ Join pipes or tubing to equipment of refrigerant source to form complete circuits;</li> <li>➤ Fabricate, assemble and install duct work and chassis parts using metal working tools and welding equipment;</li> <li>➤ Assemble, position, and install air-condition and refrigeration equipment following blueprint drawings provided or as directed;</li> <li>➤ Test pipes or tubing joints and connections for leaks using pressure gauge or soap and water solution;</li> <li>➤ Install all types, makes and models of air-condition and refrigeration systems;</li> <li>➤ Install auxiliary components to air-condition and refrigeration equipment, such as expansion and discharge valves, air ducts, pipes, blowers, dampers flues and stokers, following blue prints;</li> <li>➤ Adjust systems control to settings recommended by manufacture to balance system using hand or power tools;</li> <li>➤ Inspect and test systems to verify air-condition and refrigeration systems compliance with plans and specifications and to detect malfunctions;</li> <li>➤ Inspect air-condition and refrigeration units to ensure efficient operation;</li> <li>➤ Discuss air-condition and refrigeration system malfunctions with users to isolate problems or to verify malfunction have been corrected;</li> <li>➤ Wrap pipes in insulation and secure it in place with cement or wire bands;</li> <li>➤ Reassemble equipment and start unit test operation;</li> <li>➤ Measure, cut, thread and bend pipes or tubing using pipe fitter's tools;</li> </ul>	

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- Cut and drill holes in floors, walls and roof to install equipment, using power saws and drills;
- Demonstrate initiative in identifying potential problem or opportunities for improvement;
- Keep records of assignments and produce work reports, as required;
- Keep records of materials received and used;
- Comply with the Physical Plant Department safety standards;
- Maintain Track Log according to department policy;
- Inform supervisor of parts, equipment and other supplies needed;
- Inform customers of potential problem or that the malfunction has been resolved;
- Communicate in writing/email and verbally with staff members, administrator and other contact persons;
- Keep supervisor and department heads informed of potential problems or unusual events;
- Report any damage, malfunctioning of equipment or fixtures to Help Desk;
- Respond to inquiries and concerns in a timely fashion;
- Follow maintenance and cleaning schedule;
- Clean work area and maintain air-condition room, tools and equipment including vehicle assigned;
- Trouble shoot problems and make proper repairs;
- Work alone and with minimum supervision;
- Use jack hammer and other concrete moving equipment;
- Use welding/soldering equipment;
- Provide emergency repair service as directed;
- Work from ladders, scaffolds, and tools to install, construct, maintain or repair air-condition related fixtures;
- Attend seminars recommended by supervisor/management;
- Attend meetings called by supervisor/management;
- Must continue training as required to meet the changing needs of service, client and industry;
- Assist in training personnel;
- Carry radio during working hours and answer when called;

### **QUALIFICATIONS AND EXPERIENCE:**

- Approved Craft Certificate or equivalent AND at least four (4) years of relevant post-license or post qualification work experience; **OR**
- Certified HVAC Technician, three (3) passes at BGCSE level including English Language and Mathematics at “C” grade or above, and a BTVI air-condition certificate and four (4) years post certification proven relevant experience.

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### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow instructions given by supervisor/management or designate;
- Ability to follow attendance, punctuality and department dress code;
- Must demonstrate honesty, integrity and ethical conduct;
- Thorough knowledge of HVAC systems and methods;
- Good knowledge of materials and equipment;
- Natural customer service and sales skills;
- Knowledge of HVAC safety standards and protocols;
- Good knowledge of the laws and practices used in the air-condition trade in the Bahamas;
- Good oral and written communication skills;
- The ability to calculate HVAC loads for air-condition systems;
- Good time management and organization skills.

### PHYSICAL/ENVIRONMENTAL/WORK REQUIREMENTS

#### Must be able to:

- Stand or walk for long periods of time during the regular work day; use arms and hands to reach for, handle and manipulate objects;
- Lift and carry materials weighing up to 50lbs to 100lbs, climb up and down ladders, work at heights and other climbing devices while carrying tools and other equipment;
- Work while in stooped, kneeling, crouched and crawling positions;
- Will be required to operate power tools;
- Perform assigned tasks under all types of environmental conditions;
- Always wear identification badge on campuses;
- Comply with department's safety standards.

**SUBMISSION OF MATERIALS:** Interested applicants submit the following documents *electronically* as indicated below:

- A cover letter for interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Relevant Qualifications and Certificates;
- At least three (3) written professional references.

#### ADDRESS:

**Email:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
**Attn:** Vice President, Human Resources  
**Subject:** Air Condition Technician II

<b>SALARY SCALE:</b>	<b>\$21,740 x \$500 - \$32,740</b>
<b>SALARY GRADE:</b>	<b>TS-3</b>



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<b>DATE PUBLISHED:</b>	<b>October 21, 2019</b>
<b>APPLICATION END DATE:</b>	<b>November 1, 2019</b>
<b>DATE TO BE REMOVED:</b>	<b>November 2, 2019</b>
<i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Air Condition Technician II.</i>	