

## 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>SUPERVISOR, AIR-CONDITION UNIT</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 &amp; 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>➤ Keep record of assignments and produce work reports as required;</li> <li>➤ Keep record of material received and used;</li> <li>➤ Attend seminars recommended by supervisor/management;</li> <li>➤ Attend meetings called by supervisor/management;</li> <li>➤ Must continue training as required to meet the changing needs of service, client and industry;</li> <li>➤ Comply with the Physical Plant Department safety standards;</li> <li>➤ Maintain log according to department policy;</li> <li>➤ Inform supervisor of parts, equipment and other supplies needed;</li> <li>➤ Inform customers of potential problem or that the malfunction has been resolved;</li> <li>➤ Communicate in writing/email and verbally with staff members, administrator and other contact persons;</li> <li>➤ Keep supervisor and department heads informed of potential problems or unusual events;</li> <li>➤ Report any damage, malfunctioning of equipment or fixtures to Help Desk;</li> <li>➤ Respond to inquiries and concerns in a timely fashion;</li> <li>➤ Follow maintenance and cleaning schedule;</li> <li>➤ Clean work area and maintain air-condition room, tools and equipment including vehicle assigned;</li> <li>➤ Trouble shoot problems and make proper repairs;</li> <li>➤ Work alone and with minimum supervision;</li> <li>➤ Use jack hammer and other concrete moving equipment;</li> <li>➤ Use welding/soldering equipment;</li> <li>➤ Provide emergency repair service as directed;</li> <li>➤ Work from ladders, scaffolds, and tools to install, construct, maintain or repair air-condition related fixtures;</li> <li>➤ Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas, move furniture and equipment as necessary;</li> </ul>	

## POSITION ANNOUNCEMENT

- Service air-condition and refrigeration systems;
- Install connect and adjust thermostats, humidistat and timers using hand and power tools;
- Repair or replace defective air-condition equipment, components or wiring;
- Join pipes or tubing to equipment of refrigerant source to form complete circuits;
- Fabricate, assembly and install duct work and chassis parts using metal working tools and welding equipment;
- Assemble, position, install air-condition and refrigeration equipment following blueprint drawing provided or as directed;
- Test pipes or tubing, joints and connections for leaks, using pressure gauge or soap and water solution;
- Install all types, makes and models of air-condition and refrigeration systems;
- 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;
- Adjust systems control to settings recommended by manufacture to balance system using hand or power tools;
- Inspect and tests system to verify air-condition and refrigeration systems compliance with plans and specifications and to detect malfunctions;
- Inspect air-condition and refrigeration units to ensure efficient operation;
- Discuss air-condition and refrigeration system malfunctions with users to isolate problems or to verify malfunction have been corrected;
- Wrap pipes in insulations and secure it in place with cement or wire bands;
- Reassemble equipment and start unit test operation;
- Measure, cut thread and bend pipes or tubing, using pipe fitter's tools;
- 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
- Assist in training personnel;
- Carry radio during working hours and answer when called;
- Perform related duties and responsibilities as required by the Supervisor/Senior Technician or their designate.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Thorough Knowledge of HVAC systems and methods;
- Good knowledge of materials and equipment;
- 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.

## POSITION ANNOUNCEMENT

### QUALIFICATIONS:

- 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.

### 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;
- Clock in upon arrival and departure at the end of the shift; (Device located in the Physical Plant’s Office);
- Comply with department’s safety standards.

### Email Information:

**Interested applicants should send the following via email:**

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- At least three (3) names of or 3 written professional references;
- Evidence of educational accomplishments.

**Incomplete application packages will not be considered.**

### Emailing Address:

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

<b>Salary Grade</b>	<b>TS-3</b>
<b>Date Published</b>	<b>March 21, 2022</b>
<b>Application End Date</b>	<b>April 1, 2022</b>
<b>Date to be Removed</b>	<b>April 2, 2022</b>

*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.*