

## Air Conditioning / Refrigeration Job Description

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| <b><u>Job Title:</u></b>                     | <b>Air Conditioning Technician</b>  |
| <b><u>Division:</u></b>                      | <b>Estates Department</b>           |
| <b><u>Managerially Responsible To:</u></b>   | <b>Head of Estates</b>              |
| <b><u>Professionally Responsible To:</u></b> | <b>Mechanical Manager</b>           |
| <b><u>Base:</u></b>                          | <b>Central Manchester Hospitals</b> |

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### **JOB PURPOSE**

The post holder will be a member of a skilled Air Conditioning Team. By using Specialist knowledge and skills gained from training, experience and appropriate qualifications, the post holder will work as part of a team or on occasions work alone, following the Lone Working Policy and using one's own initiative providing the safe operation and maintenance of a range of complex plant, equipment and control systems over the hospital site. To achieve this the post holder will carry out a wide range of planned and emergency mechanical/electrical activities to a high standard.

The post holder will carry out their duties in an efficient manner with full awareness, understanding and compliance with the Trust and Sodexo's Health and Safety, Infection Control Policies and Procedures including the Trust/Sodexo Permit to Work systems.

At all times the post holder is to ensure timely action and a mobile telephone to enable communication with other departmental/non departmental staff of all positions as and when required. These communications will normally be via the Help Desk or in an emergency, direct from the Hospital switchboard. The post holder will prioritise work loads at all times, work under pressure in emergency situations where failure to act promptly or safely may result in serious injury, damage or loss of life.

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### **MAIN DUTIES & RESPONSIBILITIES**

- Carry out works to Air Conditioning / Refrigeration / Chilled Water and Fan Coil Systems in accordance with both current HTMs (Specifically 03/01) and the statutory requirements
- Carry out a wide range of maintenance tasks including statutory maintenance, planned preventative maintenance and testing
- To provide a versatile and flexible multi-skilled human resource capable of performing the planned preventive maintenance, reactive and corrective maintenance and other maintenance related activities to the Project Agreement requirements, and site services needs and expectations.
- To perform the activities of servicing, testing, verifying, diagnostics, repair and calibration of technologically advanced mechanical, electrical and electronic installations, plant and equipment,
- Provides management, technical advice to other maintenance staff, contractors to ensure compliance with safety standards and procedures. Allocating tasks and ensuring tasks are carried out safely and in accordance with the requirements of the Project Agreement.

- To assist in ensuring that immediate corrective action is taken in the event of emergencies so that the Trusts/client needs are met, to avoid danger to people, property and service provision.
- To provide as requested by management reports, calculations and recommendations for the correct and efficient running of all plant and equipment using the BMS system and CAFM System.
- To liaise with clients and help them to receive the service they specify and which Project Agreement requirements.
- Diagnoses causes of problems and/or failures in Air Conditioning / Refrigeration / Chilled Water and Fan Coil Systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Prepares written materials (e.g. repair status, activity logs, verification reports etc.) for the purpose of documenting activities and/or conveying information.
- Repairs in Air Conditioning / Refrigeration / Chilled Water and Fan Coil Systems and/or components (e.g. pumps, motors, fan coils, filters, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- To service, test, diagnose, repair and calibrate advanced HVAC installations, plant and equipment including Air Conditioning / Refrigeration / Chilled Water and Fan Coil Systems
- To carry out other duties as requires by management.
- Provide a timely reactive service to our clients, being respectful of the contractual response and repair times so as to protect the company from financial penalty.

## **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

## **Health and Safety**

The post holder will follow Health and Safety procedures at all times. Be personally responsible for Health and Safety issues in respect to his/herself and their colleagues.

If the post holder identifies a potential hazard, he/she should report it to their manager/ supervisor at once or if in doubt they should ask their manager/supervisor for guidance.

The post holder will always use safety equipment provided and report any defects to their manager/supervisor. He/she shall attend Health and Safety training as directed, avoid any behaviour which discriminates against their fellow employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

## **Safeguarding**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

## **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

## **Confidentiality**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

## **Team Briefing**

Sodexo operates a system of Team Briefings and a tool box talk, which is based on the principles that people, will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

## **No Smoking Policy**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

Signed (Employee):

Date:

Signed (Manager):

Date

Signed:

Date:

Review Date:

Manager:

Date:

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust Policies.