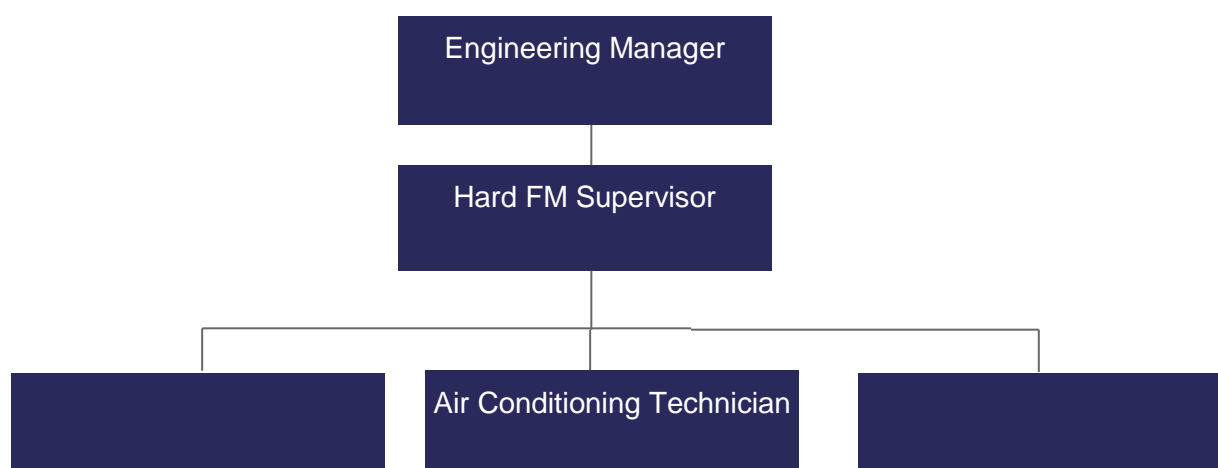


JOB DESCRIPTION

Position Title	Air Conditioning Technician	Department	Facilities
Generic Job Title	AC Technician	Segment	Corporate Services
Team Band	Un-banded	Location	BAE Systems Broad Oak
Reports to	Hard FM Team Leader	Office / Unit name	BAE Systems Broad Oak

ORGANISATION STRUCTURE



Job Purpose

- To carry out the planned and reactive maintenance of a wide range of Air Conditioning and Chiller systems within a large industrial site, including office buildings.
- To be accountable for the effective delivery of a professional maintenance service to the client ensuring that all contractual response and repair times are met.
- Liaising with other operatives / contractors to ensure a consistent and professional approach and having the ability and competence to carry out minor repairs associated with other trades.

Accountabilities or “what you have to do”

- To act upon any reasonable requests from the Supervisor or Manager(s).
- To maintain all air conditioning distribution and connected water systems including but not limited to Fan Coil Units, AHUs etc. and assist with all other PPM routines as instructed.
- To maintain equipment, appliances, apparatus and fixtures connected to the said systems as scheduled or instructed, utilising as part of the CAFM system a hand held PDA.

- The delivery of air conditioning installation small works projects as instructed by the Supervisor or Manager(s) in accordance with Legislation.
- To manage and be accountable for the FGas register and any associated internal or external audits.
- To diagnose faults on equipment and repair as necessary using manufacturers manuals and drawings as required.
- To be appointed in the role of Competent Person in any relevant discipline, upon successful completion of the said Safe Systems of Work course and subsequent formal assessment.
- To attend any other training courses as required.
- To co-operate with the client and employer ensuring that all statutory Health, Safety and Welfare legislation, is adhered, including any company or site specific policies and rules.
- To be part of the on call rota for breakdown callouts across the site.
- To be prepared to work variable hours Monday – Friday when required based on a 40 hour week.
- To be able to work as part of a team and to provide assistance to other operatives and contractors when required.
- Be able to communicate with the client's staff at all levels.

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Achieve or exceed completion of PPM/reactive within time frame targets as to contractual KPI
- To be compliant with all legal, company and client regulations and rules.
- To support the site service teams to achieve budget requirements.
- Client and customer satisfaction survey results

Dimensions

Financial	
Operations	Integrated Facilities Management Services

Skills, Knowledge and Experience

Essential

- The applicant must have completed a formal apprenticeship or an accredited equivalent.
- NVQ3 Certificate in Servicing & Maintaining Air Conditioning & Heat Pump Systems or equivalent.
- City and Guilds 2079 Fgas & ODS Regulations.
- SC security clearance to be obtained and maintain this level of security clearance.
- Valid driving licence.

Desirable

- Valid 1st Aid Certificate
- Valid IPAF Licence.
- Valid IOSH Managing Safely Certificate.

Contextual or other information

Employees Name (Print):

Employees Signature (Sign):

Date:

Manager Name (Print): Chris Harper

Managers Signature (sign):

Date:

Version	V2 CH	Date	20/04/2017
Document owner	Chris Harper		