

Title: HVAC Apprentice

Overview

<p>Apprentice required to assist with delivery of heating and cooling service, repair and installation. Assists qualified technician/s with jobs from beginning to end, delivering all works on time, on budget and to a high standard to ensure customer satisfaction and repeat business.</p> <p>As an apprentice, you are the face of Blowair, you must always be well always presented and professional, especially when on site.</p> <p>You will collaborate with a qualified technician every day and in conjunction with other team members from time to time to ensure the smooth running of each job.</p> <p>Duties are dependent of year of apprenticeship and level of capability.</p>

Direct Report

Business Manager

Key Areas

Confidentiality; Trade Quality; People Management; Relationship Building; Customer Service; Site Safety

RESPONSIBILITIES

Trade Services

<p>You will do this by learning and understanding all job requirements and specifications.</p> <p>Work under the direction of a qualified technician to ensure works are coordinated and completed effectively.</p> <p>Complete all jobs within timeframes allocated and budget.</p>
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Trade Management

<p>Installation, relocation, and maintenance of building HVAC equipment and systems; assists in the diagnoses of malfunctions of HVAC equipment and systems and/or components for the purpose of identifying repair and replacement needs.</p> <p>Installation, maintenance, and repair of refrigeration units.</p> <p>Installation and maintenance of fan coil units and air handling units including filter changes, periodic lubrication, bearing change out and drive belt replacement.</p> <p>Installation and maintenance of exhaust fans and associated controls, hot water, chilled water and domestic water circulating pump; rebuilds pumps as required.</p> <p>Maintenance and repair of direct expansion, roof top package air conditioning with hot water, electric or gas heating, chillers and associated control devices.</p> <p>Assist in the fabrication and installation of minor sheets metal work and ducting.</p> <p>Maintain all properties, vehicles and tools.</p> <p>Assist in performing safety inspections, maintenance of logs and records.</p> <p>Provide a positive, calm and coordinated approach to trades on site at all times.</p>

OH&S

Ensure you are adhering to OH&S procedures and wearing appropriate PPE.

Reporting AroFlo

AroFlo is the job management program and access will be provided.
Each job requires a SWMS to be completed.
Job notes will need to be written and photographs taken as required.
A timesheet is required to be completed daily.

Working Conditions

Indoor, office environment and outdoor environment, with climate changes.
Hazardous conditions.
Includes travel to conduct work. If unlicensed daily pick up will be provided.
If you are ever faced with an OHS, bullying or performance issue contact the Business Manager.

Physical Abilities

Hearing and speaking to exchange information.
Dexterity of hands to perform the tasks required of the position.
Sight in order to be aware of hazards and dangers found in the nature of the work.
Regularly stand, walk, and sit for extended periods of time.
Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
Climb ladders of varying heights.
Ability to manoeuvre in crawl spaces such as attics.
Ability to work at heights.
Lift moderate to heavy objects up to 25kg.
Hold a current Construction Site Safety Qualification (white card).