

## Job Description

Title	2 x Assistant Refrigeration and Air-condition (RAC) Supervisor
Institute/Department	Properties, Facilities and Projects (PFP)
Category	Technical
Reports to	RAC Senior Supervisor
Location/Campus	Kukum Campus

### Summary of Duties

The role of the Assistant RAC supervisor is to assist the RAC senior supervisor in delegating, and hands-on the job and to assist in supervising all RAC daily repair and maintenance projects.

### Roles and responsibilities:

#### Technical

- Assist in delegating and supervising RAC daily repair and maintenance projects.
- Ensure Repair and maintenance on faulty air-conditioning units and Refrigeration equipment are done properly to completion as expected.
- Perform any other RAC repair works and tasks directed by the Property Manager.

### Key Duties:

- Responsible for carrying out preventative maintenance of air-conditioning units and Refrigeration equipment.
- Repair and Maintenance of faulty air-conditioning units and Refrigeration equipment and plants.
- Ensure routine checking and servicing of all air-conditioning units and refrigeration equipment are done and must be carried out properly to completion.
- Troubleshooting, Malfunction diagnosis problems and performing repair and maintenance work on faulty air-conditioning units and Refrigeration equipment.
- Responsible for verification of air-conditioning units and Refrigeration equipment.
- Requisition of materials required for RAC daily repair and maintenance projects, on all faulty air-conditioning units and Refrigeration equipment and ensure adequate materials are ordered to avoid excessive wastage.
- Create and maintain an ongoing inventory, showing the number of air-conditioning units and Refrigeration equipment and their locations.
- Collect data for reports for filing purposes.
- Perform any other duties and tasks assigned by the RAC senior supervisor and the Property Manager.
- Ensure that all RAC tools are kept in their proper place and are safe.
- Ensure that all RAC workshop machines are properly used and kept.
- Ensure that the RAC workshop and surroundings are clean and tidy.

- Ensure that all RAC used and leftover materials must be collected and stored in the RAC store container after completion of any repair and maintenance project.

### **General Responsibilities**

- To adhere to the College's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your health and safety and that of your colleagues
- To undertake other such other duties as may be reasonably expected.
- To provide a healthy and comfortable working environment

### **Qualifications required**

- Must have a Certificate IV in Refrigeration and Air Conditioning from a recognized tertiary institution.

### **Experience**

#### **Essential:**

- At least a minimum of one year of work experience

#### **Desirable:**

- Good written and communication skills
- Some knowledge of administration duties

### **Terms and Conditions**

The position is for five (5) years under an employment contract. Remunerations and benefits will according to SINU Salary Level. The contract is renewable to good performance.