

# JOB

# DESCRIPTION

## Air Conditioning Engineer

<b>Job Title:</b>	Air Conditioning Engineer
<b>Department:</b>	Capita
<b>Reporting to:</b>	Technical Services Manager
<b>Responsible for (staff):</b>	N/a
<b>Location:</b>	Field based – Nottingham
<b>General Purpose of Role:</b>	As a field-based Air Conditioning Engineer you will be working on a variety of different HVAC systems on large commercial buildings. The role will include service, maintenance, breakdowns and fault finding on the Air Conditioning systems

## ACCOUNTABILITIES

- Service & maintenance of HVAC/ Commercial Chillers& Air Conditioning equipment
- You'll be splitting your time on reactive maintenance and PPMs, visiting a variety of commercial sites which are largely in the retail sector, with a few commercial office blocks too.
- Dedicated to all aspects of service and reactive maintenance on a wide range of appliances including air conditioning such as AHU's, VRV's VRF's, splits etc
- Be available when on call to ensure effective response & resolution to satisfy customer needs and escalating where appropriate
- Ensure compliance with all health and safety requirements and adhere to best working practices
- Undertake relevant HR processes including, notification of absence, holidays, training needs and completion of timesheets
- You are what the client sees first; make a good impression (ensure you comply with dress code and maintain your vehicle in good condition)
- Achievement of tasks within SLA times and work orders opened and closed in real time
- Timely completion of reactive and planned works carried out to agreed standards, achievement of first fix and equipment uptime
- To work proactively to manage task volumes in conjunction with the Planning and Dispatch team
- Ensure appropriate audits and checks (seasonal) are carried out in line with standards provided
- To order and fit parts or components as prescribed by company procedures
- To notify the company P&D team of procedural task condition on completion of works
- Able to effectively diagnose and identify faults and failures with equipment and systems and provide effective solutions and escalate where necessary
- To actively support colleagues building a teamwork approach e.g. – supporting with training and up skilling of apprentices and communicating regularly and assisting when required
- You will be covering a portfolio of sites across the South West area.
- Working hours will be Monday to Friday, 8am to 5pm and you will be required to be on call approx. 1 in 4

## KNOWLEDGE AND SKILLS

Specific Qualifications:

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- Related Air Conditioning Tickets C&G's or NVQ's.
- F-Gas (2079)
- Air Conditioning experience in a similar role ideally within the retail sector.
- Ability to work alone or within and a small team of other engineers.
- A full UK drivers' licence.

## Experience

- Significant experience ideally gained in retail environment
- Understanding of commercial Air Conditioning

## Knowledge

- HVAC knowledge

## Skills Competence

- Ability to work unsupervised in a pressurised environment dealing with store teams and members of the public
- Committed to delivering exceptional customer service
- Actively contributes to the team's targets either individually or by supporting others
- To represent the company in a professional and competent manner and develop relationships with colleagues
- To ensure effective written and verbal communication of all critical corporate and operational M&E issues within the region
- Appreciation of refrigeration systems and the ability to provide visual only inspection
- Proficient IT skills
- Capable of prioritising a complex and demanding workload
- Flexibility and willingness to learn
- Enjoys working with people
- The nature of the job requires the job holder to climb ladders, work in confined spaces etc and there a degree of personal fitness is required

## VALUES & BEHAVIOURS

### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

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Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others