

Job Title	Tradesman Mechanical
Grade	1B
Reports to	Team Lead Technical
Business Unit	Properties
Location	Suva

Job purpose

The incumbent will be responsible for the trouble shooting, maintenance, repairing, servicing and perform analysis on all air conditioning and refrigeration equipment which includes Chiller Systems with BMS Systems, VRV Systems, Ducted Systems, Cassettes and Split Units, Coolers and Refrigerators in the Funds properties. Inclusion of the Tradesman responsibility are the electrical equipment which includes sub-boards, control panels, light fixtures and fittings, plants and to ensure that the assigned property facilities are under maximum accessibility and resources are effectively and efficiently utilized. This is inclusive of ensuring that:

- Downtime of assigned property facilities are minimized which includes lifts, escalators, standby generators, toilet facilities, air conditioning systems, pumps, etc.
- Maintenance operations are effective and efficient.
- General cleanliness of the property is maintained.
- Contracted services are monitored.

Duties and responsibilities

1. **Capital Project Works** – Planning and Implementation of air conditioning and refrigeration and Electrical Capital Projects Works and supervision of relevant contractors of outsourced works.
 - To carry out scoping of project and new installation works, provide material list with quote and submit to Property Officer for approval process.
 - To carry out new installation works for cassette units, split units including ducted systems and ensuring they are as per standard, requirements and timeline.
 - Responsible for the sizing, supervision of new installation, maintaining and repairing of ventilation systems, air conditioning and refrigeration systems within all FNNPF commercial properties including centralized chiller systems such air, water and evaporative condensed chillers.
2. **Property Facility Management** – Implementation of Maintenance Preventative Plan, Property Repair & Maintenance works and ensure assigned Property Facilities are available at all times with minimum downtime.
 - Perform day to day inspections and maintenance works on building mechanisms (such as roofs, walls, gutters, down pipes, staircase, ceiling, general landscaping, AC, electricals, common areas, toilets, pumps), generators, report specialized defects and upkeep of the assigned Property Responsible for the day to day maintenance and upkeep of the assigned FNNPF property to maintain clean appearance.
 - Implementation of preventative maintenance to FNNPF Properties facilities and services primarily of air conditioning, refrigeration, and HVAC works as well as common areas, staircase, roofing, gutters, down pipes, pavements, walk ways,

fencing works, retaining walls, and car parks, external and internal areas of the property assigned.

- Ensure that all servicing works are carried out to standard as required inclusive of proper supervision of service contractors, checks for satisfactory conditions of all building services and facilities and ensure cleanliness of building premises internal and external.
- Attend to air conditioning and refrigeration downtime, implementation as per defect reported during and after working hours.
- Attend to electrical equipment that includes sub-boards, control panels, light fixtures and fittings, plants, pumps and generators down time.
- Planning and implementation of Chiller Systems with BMS Systems, VRV Systems, Ducted Systems, Cassettes and Split Units, Coolers and Refrigerators Repair and Maintenance works for assigned and other properties.
- Draft, scope and plan preventative maintenance works primarily for air conditioning and refrigeration works ensuring that implementation are to standard.
- Provide servicing schedules for air conditioning and refrigeration services contractors, supervise works carried out, verify and sign off services reports.
- Maintain, trouble shoot and repair reciprocating, centrifugal and screw driven chillers inclusive of chiller control systems and make checks and changes in building levels cooling controls.
- Attend to air conditioning and refrigeration systems breakdowns, carry out trouble shooting works, provide recommendations for repairs, materials listing, and quotation and ensure implementation is to the required standard, within timeline and ensure materials received are well documented and utilized efficiently.
- Ensure correct specified gas or fluid are pumped into system, start system, observe operation, read gauges and instruments, adjust mechanisms such as valves, controls and pumps to control level of fluid, pressure and temperature, dismantle malfunctioning systems, test and treat condenser and chilled water systems and add appropriate chemicals to adjust proper concentration level.
- Utilize facilities control systems to locate system problems and take corrective action, trouble shoot and repair all air conditioning units, water coolers, split systems, heat pumps and mixing boxes, trouble shoot, repair and adjust pneumatic, electronic and line voltage controls, maintain and repair air handlers to include adjusting air flows and temperatures to achieve energy savings and comfort level.
- Carry out servicing works to Chiller Systems with BMS Systems, VRV Systems, Ducted Systems, Cassettes and Split Units, Coolers and Refrigerators. Chiller servicing includes AHU, fan motor, condenser pumps and chiller pumps.
- Manually operate VSD system for chillers while servicing and during breakdowns.
- Carry out cassette and split units' relocation works that includes units' removal, reinstallation, vacuuming of the systems, pressurize refrigerant lines, charge gas, test unit and commissioning.
- Carry out necessary refrigeration and air conditioning including electrical works in compliance with Industry standards.
- Provide material estimates required and cost in compliance with Fund Procurement policy
- Ensure Fund assets assigned such as work tools are used in the right manner and in safekeeping.

3. **Tenancy Management** – Visitation and Complaints

- To Carry out Tenancy visitations with the Property Officer on the assigned property and ensure identified issues and maintenance are resolved in a timely manner.
- To Attended to tenants complaints and ensure that they are appropriately resolved in a timely manner during and after working hours.

4. **Administration** - To provide operation and maintenance report.
 - Provision of daily/weekly operation and maintenance report
 - Provision of incident report.
5. **OHS and Conduct** - Ensuring works carried are of OHS compliance and abide with the Funds values.
 - To ensure working environment is safe and report noncompliance of contractors.
 - To Wear appropriate PPE on relevant work sites
 - To Attend Team building and display values of the Fund
6. Perform any other duties as assigned by the supervisor and Manager that includes general carpentry/joinery/painting works, shouldering/bracing/welding works, basic electrical works and general landscaping works.

Position Requirements

Education & Experience:

- Diploma in Air Conditioning & Refrigeration and 5 years' experience as a HRVAC technician in a well-established firm or organization. Highly skilled in HRVAC systems and at least 3 years' experience in chilled water/ air-cooled central air condition systems.
- Knowledge and skills with VRV/VRF systems would also be an advantage.
- Must have valid Ozone depleting substances (ODS) license to handle refrigeration gases.
- Trade Certificate in Electrical and knowledge in electrical works.
- Valid Wireman's license will also be required.

Knowledge & Competencies Required:

- Understanding of HRVAC maintenance and technical equipment
- Able to handle refrigeration gases.
- Able to carry out basic electrical works and electrical control systems.
- Good communication and interpersonal skills
- Friendly with a great deal of patience
- Ability to lift and move heavy objects regularly
- Ability to climb steps and ladders and work on roof tops and other high areas.
- Ability to work with required safety and personal protective equipment.
- Ability to respond to emergency calls after working hours

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- All Departments
- Manager Properties
- Staff as required

External Contacts

- Members
- General Public
- Construction Company and suppliers

Working conditions

The incumbent may be required, to from time to time, to work late hours to ensure that any issues relating to mechanical and electrical issues are addressed and resolved.