

Job Description

Job Title: AC Technician

Reports to: Assistant Facilities Manager

Scope of Responsibilities

The Air Conditioning Technician works within the facilities department and is responsible for installing, maintaining, and servicing air conditioning, refrigeration, and other electronic systems and their parts. The Technician must work to establish a preventative maintenance schedule to ensure Air Conditioning and refrigeration systems are running at full capacity at all times.

Duties and Responsibilities

1. Install, maintain and service air conditioning and refrigeration units/systems.
2. Carry out periodic planned preventative and predictive maintenance and issue reports thereon.
3. Carry out routine checks and logs of the status of Refrigeration and Air Conditioning equipment.
4. Running quality checks to make sure systems are working properly and safely.
5. Diagnose and resolve/correct faults.
6. Repairs faulty refrigeration and air conditioning systems and other electronic equipment such as washing machines, dryers, and gas cookers.
7. Survey buildings where air conditioning systems are fitted or to be fitted and make recommendations.
8. Produce estimates and quotes for work.
9. Requisitions for materials required for the smooth operation of the Refrigeration and Air Conditioning equipment.
10. Assists in verifying refrigeration, air conditioning units, washing machines, dryers, gas cookers, and spares purchased/supplied.
11. Assist with janitorial and custodial services and any other tasks as may be assigned by superiors.

Job Specification

Educational Qualification

Experience, Skills, and Abilities Required

- Minimum of 4 years experience as a refrigeration specialist
- Experience working with a centralized air conditioning system
- Experience working on a wide range of electronic equipment.
- Ability to solve simple and complex electronic faults.
- Ability to work effectively under pressure.
- Ability to work independently and within a team environment.
- Ability to read and write
- Good communication and interpersonal relationship skills.
- Effective time management.

LCS Believes:

That each employee makes a significant contribution to our success
That contribution should not be limited to the assigned responsibilities
Therefore, this position description is designed to outline primary duties, qualifications, and job scope but not limit the employee or LCS to only the work identified. It is the expectation of the School that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organization.