**GTO 6.2.3.3**

**Position Description – Air Conditioning and Refrigeration Mechanic**

**Westvic Staffing Solutions** Group Training Operations originated in 1984 as a not for profit, community based company and has since evolved as a leading regional provider of employment and training services throughout South West Victoria.

Our services are professionally delivered by dedicated staff, committed to:

* Delivering quality employment and training services to the community
* Increasing the trade and vocational training and employment capacity of the South West Region
* Providing a bridge between school and employment

**What is Group Training?**

Group training is an arrangement whereby Westvic Staffing Solutions employs Australian Apprentices (Apprentices and Trainees) and hires them to other businesses called host employers, while they are undertaking their training.

It is a unique form of labour contract in which in which Westvic Staffing Solutions (the employer) provides no work directly but does so through leasing the Apprentice / Trainee to one or more host employers.

Westvic Staffing Solutions acts as the primary employer and:

* Carefully selects the Australian Apprentice
* Manages the Training
* Takes responsibility for all administration connected with wages, allowances, superannuation, and workers compensation, personal / annual leave and other employment benefits.
* Rotates the Australian Apprentice from business to business, where necessary to ensure that each Australian Apprentice receives a broad range of training and experience.

Australian Apprentices employed by Westvic Staffing Solutions have the security of continuing employment throughout the training period and support from their Field Officer.

**What is an Australian Apprenticeship / Traineeship?**

The Australian Apprenticeship scheme encompasses all Apprenticeships and Traineeships. They combine time at work with training and can be full time, part time or school based. Australian Apprenticeships are the best way to combine training and employment and lead to a nationally recognised qualification from certificate 2 level through to a diploma. Training can be in the form of “off the job” at a Registered Training Organisation (RTO) or delivered in the workplace.

**What is a Training Agreement?**

Australian Apprenticeships / Traineeships operate on the basis of a formal Training Agreement between an employer (Westvic Staffing Solutions) and the Australian Apprentice / Trainee, and explains the Apprentices / Trainees obligations to the employer and the employer’s obligations to the Apprentice / Trainee.

Training agreements are registered with the State Training Authority via an Australian Apprenticeship Centre

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| **Apprentice Air Conditioning and Refrigeration Mechanic**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken, including responsibilities of a particular job. The position description may also include information about working conditions, tools, equipment used, knowledge and skills needed possible relationships with other positions and health and safety requirements of the position and the organisation in general.  The Position Description is to be used as a reference document when assessing the workplace health and safety conditions at the worksite/s. | |
| **Employee Name:** | **Date PD Issued: 21/09/2023** |
| **Position: Level: Apprentice – Air conditioning and refrigeration mechanic** | |
| **Host Employer: Armstrong Air** | **Supervisor: Damian** |
| **Host Employer Address:** | |
| **Westvic Staffing Solutions Field Officer: Simon Finch** | |
| **Duties of Position:**  Refrigeration and air conditioning mechanics select components, assemble, install, test, fault-find, service and repair industrial, commercial and domestic refrigeration and air conditioning systems in homes, shops, factories, office buildings, hospitals, supermarkets and cold stores. When carrying out installation work, refrigeration and air conditioning mechanics may work on large commercial and industrial units that have to be installed part by part, or pre-assembled units that simply require installation. Domestic units may come already assembled or in two sections between which refrigerant piping must be installed. Refrigeration and air conditioning mechanics may need to be skilled in pipefitting, welding and electrical wiring. They may have to work extended hours to fix breakdowns and carry out emergency repairs. They may work alone or with associated tradespeople such as electricians, pipe fitters and carpenters. | |
| Tasks involved:Refrigeration and air conditioning mechanics may perform the following tasks:  * follow plans and specifications to install, commission, service and maintain equipment * drill holes, install mounting brackets and cut, bend and join piping * install parts such as compressors, motors, condensers, evaporators, air filters, switches and gauges * install and connect piping to refrigeration systems * check that parts are installed, lined up and fit properly * test systems for leaks and then fill them with refrigerant according to relevant standards and regulations * test refrigeration and air handling units and make adjustments to ensure they work correctly * use computers to monitor systems and remotely adjust the operation of all equipment in a given building. | |
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| **Key Selection Criteria:**   * Mechanical aptitude * Physically fit * Willing to learn | |
| **Qualifications and Licences Required** | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |
| **Additional Information**   * **Hours Per Week : 38** * **Days per Week: Monday - Friday** * **Award / Agreement: Host Agreed Rate – Respondent Award Electrical, Electronics and Communications Award 2010 [MA000025]** * **Superannuation: 11%** * **Above award rate** | |
| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File** | |