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| **Air Conditioning and Refrigeration Mechanic Apprentice**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name: TBA** | **Date PD Issued: 21/10/2024** |
| **Position: Apprentice Air Conditioning and Refrigeration Mechanic** | |
| **Host Employer: Finchett’s Plumbing** | **Supervisor: Matt Downes** |
| **Host Employer Address: 135 French St, Hamilton 3300** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Kim Cameron** | |
| **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. * Trade Schooling block at Box Hill in Melbourne | |
| **Work Conditions:**   * **Apprentice will be required to work inside and outdoors.** * **Be on roofs and under buildings** * **Work well independently and as part of a team.** | |
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| **Personal Requirements:**   * Able to plan your time and work under pressure * Good communication skills * Punctuality * Able to work well in a team |
| **Key Selection Criteria:**   * **Hard working with a good work ethic.** * **Willingness to learn and take instruction** * **Attend trade school requirements in Box Hill** |
| **Qualifications and Licenses Required:**  Nil |
| **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: 38/40 with a ADO** * **Days per Week: Monday to Friday** * **Award / Agreement: Respondent Award Electrical, Electronics and Communications Award 2010 [MA000025]** * **Superannuation: 11.5 %** * **Commencement Hourly Rate: according to award** * **Allowances: Travel allowance may apply** |
| **Copy to : 🗌 Employee 🗌 Host Employer 🗌 Main File** |

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**HOST EMPLOYER:**

Host Employer Name:

Host Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: Kim Cameron

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date