

Position Title: Refrigeration & AC Mechanic

Position No. BLA-526074/BLA-526097/BLA-526068

13. BASIC FUNCTION OF POSITION

The incumbent performs duties as journeyman level Refrigeration and AC Mechanic primarily for NCC, may sometimes assist with the residential owned/ leased properties.

14. MAJOR DUTIES AND RESPONSIBILITIES:

Performs skilled journeyman mechanical and electrical works involving installation, maintenance and repairs of electric powered refrigeration and air-conditioning equipment, HVAC and its accessories such as cooling tower, pumps, water coolers, dehumidifiers installed at offices and USG owned/ leased residences. Perform examination and diagnostic tests to determine the nature and extent of work necessary. Disassemble equipment, adjusts, repairs or replaces defective parts or components such as condensers, compressors, cooling units, fan motors, relays, switches, controls, pipes with necessary tools such as soldering and cutting equipment and various electrical testing instruments. Performs periodical preventive maintenance of equipment. 90%

Account for tools materials and supplies. Turns in materials to store room and keep the work area safe and clean. Fills the work orders with appropriate data and forward them to the foreman. Drive four wheeler vehicles to transport equipment and tools. Coordinate with vendors to get HVAC unit serviced.

5%

Operates chillers in shifts in exigency at the Mumbai's New Consulate Compound and attends maintenance calls after office hours and on weekends. Repairs and services IPC chiller plants along with American technicians or independently as per the instruction received. In coordination with procurement or Mechanical Engineer, goes to market to procure Oxygen/ Nitrogen/Acetylene or Freon gas cylinders and sometimes spares.

5%

Performs other duties as and when required as per direction of Mechanical Engineer (BLA-526053). Attends maintenance calls in rotation after office hours, on weekends or on holidays.

15. QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Successful completion of Secondary School and two years Industrial Training Course in AC and Refrigeration trade from a Government recognized institute.
- b. **Prior Work Experience:** Should have an experience of minimum two years as a technician at a reputed air conditioning work shop or establishment.
- c. **Post Entry Training:** On the job training, operation and maintenance of Chillers and Building Management System.
- d. **Language Proficiency:** Level II English (speak, read, write), Hindi/Marathi (speak)
- e. **Job Knowledge:** Must have full knowledge of established practices and procedures of air conditioning and refrigeration trade.
- f. **Skills, and Abilities:** Must be able to use all tools of the trade. Must have four wheeler driving license.

16. POSITION ELEMENTS

- a) **Supervision Received:** From Mechanical Engineer (BLA-526053).
- b) **Supervision Exercised:** May direct Trades Helper.
- c) **Available Guidelines:** Guidelines provided by established trade practices and procedures
- d) **Exercise of Judgment:** Judgment is exercised in determining when parts require replacement
- e) **Authority to make commitments:** N/A
- f) **Nature, Level, and Purpose of Contacts:** Contact with HVAC servicing contractor to coordinate and provide escort during installation, servicing and repairs of HVAC equipment's at NCC or at apartments. Contact with vendors to procure materials.
- g) **Time Expected to Reach Full Performance Level:** Six Months