

## Position Description: Air Conditioning Technician

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### ❖ **Basic Function of the Position:**

The incumbent of this position performs general and preventive maintenance, and repairs and troubleshoot on Heating, Ventilation, Air conditioning, and Refrigeration (HVAC & R) systems installed in the Embassy and American center buildings and at approximately thirteen US Government owned or forty leased residences, in accordance with established department of state(DOS) standards. The incumbent will be required to understand various control sequences that will control and regulate the HVAC & R systems. The incumbent shall be available to work on all emergency situations at USG owned & leased buildings.

### ❖ **Major Duties and responsibilities:**

#### **Maintenance and repair**

Perform work order tasks, and preventive maintenance schedules, which identify the equipment/component/s to be repaired and the nature of work to be performed. These system/subsystems are located at the chancery, American center, EMR, DCR and residences.

#### **Systems/subsystems maintained and repair includes:**

- McQuay two centrifugal water cooled chillers each 120tons capacity, supplying chilled water for hundred and thirty (130ea) fan coils units in the chancery building, including supply air fans, valves, chilled water pumping equipment, chilled water piping and valves and controllers etc.
- Carrier two reciprocating type water cooled chillers each 32tons capacity, supplying chilled water for six AHUs and thirty fan coils units in the American center building, including supply air fans, chilled water pumping equipment, chilled water piping and gate valves and controllers etc.
- Air stack two rotary type air cooled chillers each 20tons capacity.
- Refrigerators and dehumidifiers used in the residences and office buildings.
- Split air conditioning systems about fifty units 12,000BTU to 48000BTU.
- Mechanical ventilation, Air-circulation and restroom exhaust systems.

#### **Troubleshooting work**

Incumbent troubleshoots problems through use of high tech test equipment, such as digital recorders, voltage and frequency analyzers, refrigerants re-claim unit, recording thermo-hygrometers, CFM meter.

#### **Chemical treatment**

Perform testing of the chilled water system to ensure correct chemical mix, and that the cooling capacity is operating at maximum efficiency.

#### **Reporting abnormal and unsafe conditions**

Contributes to the safety program of the Mission, inspects Government buildings to ensure relevant safety and wellness standards are met. Ensures work does not present health problems or risk of injury to workers or other employees or visitors.