

Position Description

Position	Air Conditioning and Refrigeration Apprentice
Work area	Subject to Host
Reports to	<ul style="list-style-type: none"> • Field officer nominated by the employer. • Supervisor nominated by the Host; and • Other persons nominated in a supervisory capacity. Reporting may be subject to change.
Primary Objective	Apprentices will complete all practical on-the-job experience and theoretical training requirements in order to achieve the required technical qualifications so as to undertake refrigeration and air conditioning work.

Duties

- Attend work during arranged work hours at various locations to complete practical on-the-job training
- Select components, assemble, install, test, fault-find, service and repair industrial, commercial and domestic refrigeration and air conditioning systems in all classes of buildings and premises.
- Exercise discretion within the scope of skill and experience.
- Perform work under supervision either individually or in a team environment.
- Work with and provide assistance to other employees.
- Actively participate in workplace communications and consultation activities including meetings.
- Perform tasks safely, identify and minimise hazards within sphere of work.
- Perform non-trade tasks incidental to own work.
- Attend and satisfactorily complete compulsory off-the-job training (Certificate III - Air-Conditioning and Refrigeration) at a registered training organisation (RTO) nominated by the employer.
- Provide evidence of attendance at RTO and satisfactory completion of off-the-job training requirements.
- Carry out workplace duties within the requirements of the National Code of Good Practice for Australian Apprenticeships.
- Other duties as required subject to skill, experience and training.

Essential Selection Criteria

- Completion of Year 12 with excellent marks for Maths and pass marks for English.
- Valid and Current Drivers Licence – probationary at a minimum.
- Effective interpersonal, verbal and written communication skills.
- Ability to follow and understand written and verbal directions.
- Demonstrate a responsible attitude in relation to time keeping and personal organisation.
- Demonstrate personal motivation and initiative.
- Willingness to travel and carry out duties in varied workplaces and conditions.
- Ability to pass police/criminal history check (as relevant).
- Ability to pass medical, drug and alcohol testing (as relevant).

- Ability to pass a color blind test
- Willingness to undertake training or development as required.
- Fitness to perform requirements of the position without risk.
- Willingness to undertake reasonable ad hoc overtime as required for the efficient completion of duties or emergency purposes.
- Willingness and availability to perform reasonable planned shift work, overtime or weekend work as required.

Desirable Selection Criteria

- Valid/Current safety qualifications such as National Construction Induction Card
- Certificate II – Electrotechnology or other relevant qualification(s) –(eg Certificate II in Split Air Conditioning and Heat Pump, Certificate II in Engineering)
- Previous Industry Experience
- Has own reliable transport

Work Environment

During your apprenticeship you will be required to carry out varied activities within the construction industry including but not limited to work in the installation, maintenance, commission and testing of:

- Heating and ventilation systems
- Refrigeration Systems
- Air Conditioning Systems
- Pipe installations
- Ductwork fixing.

You may be required to:

- Bend your back and work at low levels including crawling, kneeling and crouching.
- Climb stairs or work at heights on ladders, steps, scaffolds, roofs, boom & scissor lifts etc.
- Travel to and from varied worksites / locations.
- Drive and move in and out of vehicles and plant such as trucks.
- Grip and operate a variety of hand and power tools.
- Lift and carry items of equipment including handling heavy, unstable and awkward loads.
- Perform tasks with both portable hand and electrical tools.
- Perform fine manipulation activities.
- Pull and push objects such as water or gas pipes.
- Sit and/or stand for up to 3 hours at a time.
- Stand in sustained flexed postures.
- Use your legs independently (right/left/both) and walk on uneven surfaces.
- Work both inside and outside in varied climatic conditions.
- Work on building sites as part work for new housing, commercial or residential premises.
- Work on or near the existing water and gas reticulation systems.
- Work above shoulder height, reaching and working overhead.

- Work in an office performing office type duties.
- Work in cold areas such as freezers and cool rooms.
- Work in dusty or vapour laden environment.
- Work in food preparation areas.
- Work in wet areas.
- Work near moving machinery or electric power.

All work will be subject to appropriate workplace health and safety laws and regulations.

Company Values (Expert, Committed, Professional)

1. Follow all lawful directions, relevant legislation, workplace policies, procedures and rules of the employer/Host as amended from time to time including:
 - Building and plumbing laws, regulations, codes, standards etc.
 - Equal employment opportunity, unlawful discrimination and harassment.
 - Health, safety and environment and workers compensation.
 - Transport, roads and traffic laws and regulations.
 - Criminal law; and
 - Employment law, contract of employment and industrial instruments (e.g. Award or Enterprise Agreements).
2. Present to work in manner that enables performance of the inherent requirements of the position without restriction, risk to your health and safety, or the health and safety of others and, notify management of any work related or non- work related injury, illness, restriction or condition that may impact on fitness to perform your duties (including the use of medications) or health and safety in the workplace immediately.
3. Avoid any activity that would advance personal interests at the expense of the employer's/ Host's interests that could compromise the performance of duties, including but not limited to outside work (private, public, paid or unpaid) without prior approval by the management.
4. Maintain and protect the confidentiality of information relating to the business and affairs of the employer/Host and its affiliated companies, unless required by law to disclose such information or permitted to disclose such information with the written consent of the employer.
5. Maintain and protect the privacy of the employer/Host including any prospective, existing or former employees, clients and customers of the employer/Host in accordance with relevant privacy legislation and guidelines.
6. Exercise due care and responsibility for any employer/Host property issued during the course of employment including, but not limited to, tools and equipment, motor vehicles, mobile telephones, computers, credit/charge cards, uniforms, personal protective equipment and keys.
7. Display due care in the performance of work and perform it competently.
8. Account to the employer/Host for all money's and property received in the course of duties.
9. Disclose to the employer/Host any information received relevant to the employer's/Host's business.



- 10. Maintain conduct, behavior and presentation that promotes a high standard of customer service and enhances the reputation of the employer/Host.
- 11. Actively participate in any training or development activities deemed necessary for the purpose of compliance or the effective performance of duties.

Terms and Conditions of Employment

Will be in accordance with the National Electrical Award and the National Employment Standards and other relevant employment legislation.

The position description is subject to change. Any such re-organisation of duties shall be the subject of discussion with the employee.

_____ Employee Signature	_____ Employee Name	_____ Date
_____ Guardian Signature (Employee under 18 years of age)	_____ Guardian Name	_____ Date
_____ On behalf of Company - Signature	_____ Name	_____ Date

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