

	Job Description	
	Role	Air Conditioning Engineer
	Division	Mechanical Services Division
	Reporting line	Mechanical Services Manager, Senior Management Team

AFM is recognised as a market leader in the field of Facilities Management. Our mission is to foster long-term strategic partnerships with our clients and suppliers through the delivery of high quality services.

Purpose of the Role:

The air conditioning engineer will conduct a wide range of tasks associated with air conditioning and ventilation systems whilst supporting other mechanical service activities. They will assist the MSD team to perform tasks in a proficient and efficient manner ensuring contractual obligations and client expectations are achieved.

The Role and Responsibilities (not limited to) are as follows:

Divisional responsibility;

Provide efficient and effective support to the business in the following forms;

- Fault finding, diagnostics and repairs on various manufacturers air conditioning and ventilation systems
- Installation works associated with air conditioning and ventilation systems
- Support for our other Mechanical Services activities; ventilation, pumps, motors, BMS controls, refrigeration etc. as and when required.
- Planned preventative maintenance works on Air conditioning and ventilation systems,
- Provision of site information/asset verification for the maintenance division
- Liaising with clients and third party contractors to coordinate minor works when necessary
- Assist co-workers when required, such as assistance or technical support
- Compliance with legislation

Provide support to the business in the following forms;

- Interact with other divisions (FM/Projects/Guernsey counterparts); share skillsets and ensure service delivery is harmonised
- Ensure accreditations with regulatory organisations are retained and that activities associated are fulfilled and embraced.

General requirements for the role;

- Air conditioning experience
- Adhere to Health and Safety and Company Policies at all times
- Be mindful of quality standards throughout AFM and comply with current legislation
- Ability to self-risk assess and to notify manager/colleagues of any concerns
- Aid the development and growth of the division when opportunities arise
- Attend training courses (locally and on the mainland) as required to fulfil the role
- Occasional inter island travel for work activities, support and cross training
- Occasional call out cover in association with engineer rotation
- Occasional out of hours work
- Adhere to the company dress code
- An understanding and appreciation of cost control against time allocation is essential
- Hold a current, category B driving licence
- Provision of own hand tools to carry out role (with the exception of specialist equipment required for specific task at the request of AFM). Repairs/replacement of employee tools remain the responsibility of the employee
- You will be required from time to time to undertake other tasks that fit your skill set but may not form part of your regular role

Key attributes will be;

- Technically Competent
- Proactive approach to conducting works and problem solving
- Ability to deal with company and client matters with the strictest of confidence
- Client focused (both internal and external clients)
- Strong communication skills (both with AFM clients and AFM staff)
- Ability to work both individually and as part of a team
- Understand the importance of paperwork and submit in a timely manner
- Ability to prioritise workload and to follow processes and procedures
- Organised and able to work under pressure at times

Key activity of the division/role;

- Fault finding and diagnostics
- Installation works (new installs/replacements)
- Reactive response
- Planned preventative maintenance
- Maintenance defect repairs

Systems to include

- Air Conditioning Systems
- Refrigeration Systems
- Ventilation Systems
- Pumps and motors

Personal Development/Training relating to the role may include;

- H&S Training; for example: IOSH Working Safely, Asbestos Awareness, Working at Height, Abrasive wheels & tool box talks
- Professional/skills training; for example: regulations, FGAS, specific manufacturer training