

<b>JOB TITLE</b>	<b>TRADESPERSON (HVAC)</b>
<b>DIVISION</b>	<b>PROJECTS</b>
<b>REPORTS TO</b>	<b>GENERAL MANAGER</b>
<b>DATE</b>	<b>1/05/2019</b>

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**POSITION DESCRIPTION**

**Position purpose**

The Tradesperson (HVAC) supports the Projects Division to contribute to the success of the company by providing heating, ventilating and air-conditioning services

**Main responsibilities**

Core responsibilities:

- Model Benmax values and behaviours
- Comply with relevant codes and standards including WHS and company's quality assurance (QA) system
- Participate in internal and external QA audits
- Improve efficiency and effectiveness by seeking to continually improve systems and processes in consultation with your supervisor
- In the event of accidents or incidents, assist the supervisor to quarantine unsafe work areas, materials and equipment and make the situation safe
- Participate in team meetings

Position specific:

- Perform work as per schedule of works, quality and specification and drawing requirements and in a manner that will not endanger yourself or others
- Liaise in a professional manner with site employees, subcontractors, suppliers, other project participants and clients
- Provide relevant information to the supervisor for inclusion in Daily Site Diary
- Ensure records, documentation and reports are completed as requested
- Resolve worksite issues quickly and effectively to keep work progress on track
- Use and maintain equipment correctly
- Advise the supervisor immediately of unsafe or potentially environmentally negative impact conditions or activities in the work area
- Report accidents, incidents and near misses to the supervisor
- Assist new site/workshop employees to recognise job hazards or environmental issues and follow required procedures

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.

**Knowledge, skills and abilities**

All roles:

- Level 4 core competencies (Site)

**Qualifications**

- Trade Certificate

**Industry membership/s**

Not applicable

**Experience**

At least 2 years in HVAC