

**JOB TITLE**                      **TRADESPERSON (HVAC)**

**DIVISION**                        **PROJECTS**

**REPORTS TO**                    **GENERAL MANAGER**

**NOTE: THE 'REPORTS TO' WILL DEPEND ON THE LOCATION:**

- IF OUTSIDE OF CANBERRA, SITE EMPLOYEES REPORT TO THE LOCATION'S GENERAL MANAGER.
- IN CANBERRA, EACH SITE EMPLOYEE WILL HAVE A DESIGNATED 'REPORTS TO' WHO WILL BE A SUPERVISOR, SITE MANAGER, PROJECT MANAGER OR SENIOR PROJECT MANAGER.

REGARDLESS OF LOCATION, ALL SITE EMPLOYEES REPORT TO SUPERVISORS, SITE MANAGERS AND/OR PROJECT MANAGERS DURING PROJECTS.

**DATE**                                **1/05/2019**

**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 Benmax WHSEQ systems
  - 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**

- Certificate III in Plumbing, Air-conditioning and Refrigeration (or comparable NZ (essential) or
- Relevant trade certificate

**Industry membership/s**

Not applicable

**Experience**