

JOB TITLE	Indoor Air Quality (IAQ) Technician
DIVISION	Service
REPORTS TO	Service Manager
DATE	23/09/2024

POSITION DESCRIPTION

Position purpose The position Indoor Air Quality (IAQ) Technician supports the Service Division to contribute to the success of the company by providing high quality maintenance service and work.

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:

- Inspect and test HEPA filters to ensure proper implementation of and adherence to appropriate Standards (AS1807 cl.4.4 & AS1807.7) as required and provide NATA Endorsed report.
- Inspect, repair or replace HEPA filters as required.
- Inspect and test Fume Cabinets to ensure compliance with appropriate Standards (AS/NZS 2243.8 Appendix A & B, AS/NZS 2243.9 Appendix A & B) and provide NATA Endorsed report.
- Inspect, service or repair fume cabinets as required.
- Assist with quality audits by internal QA, External NATA and customers.
- Maintain documents and records per internal process and customer requirements.
- Perform maintenance and inspections as required of equipment utilised by BEMS.
- Arrange instrument calibrations.
- Perform air change rates, pressure differentials, and minor air balancing as required, and provide required reports.
- Perform Indoor Air Quality Testing.
- Liaise in a professional manner with clients and manage workload accordingly.
- 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.

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)

This position:

- Knowledge and experience in HVAC systems and filtration.
- Competent in service and repair of HEPA filters and fume cupboards.
- Understanding of relevant Standards and NATA requirements.

Qualifications

- Certificate III in Air Conditioning and Refrigeration (desirable)
- Construction Induction (white card)
- Completed course in Asbestos Awareness
- Completed course in Crystalline Silica Exposure Prevention
- Australian Drivers' Licence

Industry membership/s

Not applicable

Experience

Relevant experience in HVAC systems and filtration.