

JOB DESCRIPTION

Position Title: Assistant Air Conditioning & Refrigeration

Division: Workshop	Location: Main Office, Matautu-tai
Report to: Assistant General Manager Workshop	Contract: Permanent
Hours of Work: 9am – 5pm	Salary: \$15,147 - \$17,321 [L6]

Primary Objective

To assist the Workshop Team in carrying out air conditioning and refrigeration maintenance, repairs, and general workshop duties to ensure SSC vessels, facilities, and equipment are maintained safely and efficiently.

Part A: Key Responsibilities, Activities, Tasks & Key Performance Indicators (KPIs)

Key Areas of Responsibility	Key Activities and Tasks	Key Performance Indicators (KPIs)
Technical assistance duties	1.1 Assist Leading Hand AC/Refrigeration Officer and workshop staff with maintenance and repair works 1.2 Assist with servicing and maintenance of refrigeration and air conditioning systems 1.3 Assist with installation and testing of refrigeration equipment 1.4 Carry out basic maintenance and cleaning of tools, equipment, and work areas 1.5 Assist in responding to vessel and workshop maintenance requests 1.6 Ensure work is completed safely and within required timeframes 1.7 Follow SSC safety procedures, policies, and instructions 1.8 Assist with loading, unloading, and movement of tools and materials 1.9 Report faults, damages, or safety concerns to supervisors 1.10 Support workshop operations as directed by the Leading Hand or Supervisor	<ul style="list-style-type: none"> • Timely completion of all tasks assigned with minimal supervision • Zero tolerance for near misses and safety related incidents in the workplace • 100% compliance to all workplace policies and procedures

Part B: Merits and Selection Criteria

Skills and Abilities	i. Basic understanding of and use of tools and equipment for refrigeration and air conditioning work ii. Ability to work safely in a workshop or vessel environment iii. Ability to follow instructions and work as part of a team iv. Good communication and time management skills
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	v. Willingness to learn and develop trade skills
Personal Attributes	<ul style="list-style-type: none"> i. Reliable and punctual ii. Hardworking and willing to learn iii. Physically fit and safety conscious iv. Honest and respectful
Experience	<ul style="list-style-type: none"> i. Previous experience in air conditioning & refrigeration maintenance or workshop environments is an advantage ii. Experience working around vessels or industrial environments is desirable
Qualifications	<ul style="list-style-type: none"> i. Trade Certificate / relevant vocational training in Air Conditioning or Refrigeration is an advantage ii. Valid driver's license desirable

Continued Professional Development

The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.

