

Employee Name			
Job Title	HVAC & Refrigeration Senior Engineer/Manager		
Line Manager	Operations Manager		
Supervising	Local Client AC Technicians		
Document Number	JD121	Revision Number	A0 (29.11.2018)
Based	Qatar (6 Month Fixed Term Contract Initially)		

Job Purpose Summary

The role of the HVAC & Refrigeration Senior Engineer/Manager will be based in the country of Qatar working with our partner, a local company. The role will be responsible for developing the business for HRE & Oteac in Qatar and in the overall Middle East region. The main focus however will be on HVAC&R business development.

The role will be office-based working from our local partners office and they will provide the infrastructure to support the role.

A key function of the role is to promote the Nucore Group's general scope of services in accordance with the business plan, developing the HVAC&R servicing, installation, maintenance, commissioning & compliance activities back to back with our local clients client base and HRE's existing client base in the region. Part of the role will be to mentor AC technicians involving hands on approach.

Offshore trips will be required for surveys of projects, issues with existing HVAC plant and some repairs as required.

Key Responsibilities/Accountabilities

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

- Excellent customer service and client liaison skills, both verbally and via electronic communication
- Be pro-active in identifying further works required
- Assist in the development of the current and future network of customers
- Focus on securing and developing business opportunities for the division
- Acting as a client interface with regard to delivering a high level of customer care and a quality service commensurate with our accreditations
- Responding to customer care issues in a pro-active manner
- Identifying new product or service opportunities
- Provide reports in a timely manner, ensuring that records are completed and comprehensive
- Assist in the preparation of bids, tenders and support documentation relating to commercial opportunities in the market.
- Working with Offshore Sales Manager and Marketing Manager to support and grow the presence in country
- Installation of air conditioning, refrigeration pipework and refrigeration equipment
- Pressure testing and brazing

- Commissioning and servicing of HVAC & refrigeration equipment
- Refrigerant recovery
- Refrigeration pipework brazing, bending, setting and joining
- Leak testing, evacuation and charging of systems
- Working on water chillers and air handling units
- Ensure high standards of communication are maintained, both internally and externally

HSEQ Responsibilities

- By adhering to Nucore Group's HSEQ policies and procedures, ensure safe working practices are followed at all times
- Report any unsafe conditions, behaviours or acts to management, or by using the Nucore Group observation card system
- On request, fully participate in HSEQ audits and inspections
- Complete mandatory HSEQ training as identified on the Nucore Group training matrix
- Adhere to the controls described in risk assessments, safe systems of work and COSHH assessments, and highlight any shortcomings in the existing controls
- Continually practice good housekeeping standards and only undertake tasks which you have been suitably trained and authorised to perform.

Experience/Education/Training

Essential

- Previous offshore experience
- F-GAS 2079
- SVQ/NVQ III or Apprenticeship in relevant discipline (or equivalent)
- Offshore certification (BOSIET, MIST OGUK Medical etc.)
- Minimum of 5 years' experience within the HVAC & Refrigeration industry
- Computer literate (particularly with Microsoft Word and Excel)

Preferred

- Electrical qualification (e.g. 18th Edition, CompEx)
- Commissioning qualification (CSA)
- LEV qualification (BOHS P601 or similar)
- TR ingress testing experience

Signed by Employee		Signed by Line Manager	
Date		Date	