**HVAC Technician**

**CSIRO CANBERRA DEEP SPACE COMMUNICATION COMPLEX**

421 Discovery Drive, Tidbinbilla ACT 2620

PO Box 1035, Tuggeranong ACT 2901 Australia

**csiro.au** | ABN 41 687 119 230

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| The following information is for applicants |
| Advertised Job Title | HVAC Technician, CDSCC |
| Job Reference | 94403 |
| Tenure | Indefinite - Full-time  |
| Classification | SCT2.1– SCT2.4  |
| Salary Range | AU$83,562 to AU$93,748 pa, plus Tracking Station Allowance of $123.95 per week, plus annual Antenna Allowance, plus + up to 15.4% superannuation |
| Location(s) | Canberra Deep Space Communication Complex (CDSCC) Tidbinbilla, ACT  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only (TBA pending EAR Review) |
| Position reports to the | Facilities Team Leader, CDSCC |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Damon Craig via email at dcraig@cdscc.nasa.gov phone +61 2 6201 7872 |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea, and waters of the areas we live and work in across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders, past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**Child Safety**

CSIRO is committed to the safety and well-being of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy)

### Role Overview

The HVAC technician role is part of the Facilities team and works under limited direction and supervision to perform installation work, routine maintenance tasks, modifications and fault repair of complex antenna and building HVAC systems as well as mentoring apprentices and managing contractors as required to fulfil external maintenance contracts. The HVAC Technician has varying levels of responsibilities, determined in consultation with the Facilities Team Leader.

* Facilities project and contractor management.

### Duties and Key Result Areas:

* Respond to faults, complaints, audits, investigations and incident reports and liaise with internal and external customers and staff including CSIRO and Jet Propulsion Laboratory (JPL) contacts
* Maintain site BMS daily and respond to alarms and faults in a timely manner
* Complete installation and upgrade works as required
* Provide specialist advice to the Facilities Team Leader and relevant customer contacts on complex faults, enhancements, installations, modifications and upgrades.
* Ensure contractors that are onsite to support projects, installation and other activities are supervised, meet relevant requirements e.g. security, EAR, licences and work in accordance with all safety standards and procedures
* Provide supervision and mentoring of apprentice HVAC technicians
* Provide advice to the Facilities Team Leader regarding updating maintenance plans/schedules for all new equipment and technical specification manuals
* Update and maintain site configuration management systems to ensure currency of any new equipment and modifications
* Participate in Facilities Inspections as part of DSN programme and provide reports as required
* Follow CSIRO procurement procedures when procuring goods and services for project and maintenance related activities
* Update Reliability Centred Maintenance (RCM) and Computerised Maintenance and Management System (CMMS) based tools to maintain and improve where possible maintenance efficiencies and reliability of systems
* Role model a culture of continuous improvement that streamlines and/or automates current practices and reduced waste;
* Strive for “Zero Harm” (physical and psychological) by supporting of Business Unit HSE initiatives;
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals;
* Other duties as directed.

## Required Competencies:

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Selection Criteria

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

***Essential Criteria:***

1. **Education/Qualifications:** A Refrigeration mechanic Trade Qualification.
2. **Other Certifications:** ACT Drivers Licence, White card, Working with asbestos certification, Silica-dust awareness certification.
3. 2 years’ experience working in an industrial type maintenance or operations environment.
4. Experience with BMS and PLC systems.
5. Currently hold, or have the ability to obtain within 3 months:
	* Forklift licence,
	* Working at Heights and Confined Spaces training,
	* Elevated Work Platform (EWP) licence,

**Desirable Criteria:**

1. Further education qualification in a HVAC, PLC or building maintenance discipline.
2. Working knowledge of Maximo and/or SAP business management systems.

Special Requirements

Appointment to this role is subject to the provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* Evidence of a recent National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* As this site works directly with NASA and JPL, the successful applicant will be required to obtain an Export Administration Regulations (EAR) clearance/approval.

## About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Canberra Deep Space Communication Complex](https://www.cdscc.nasa.gov/) for more information.

CSIRO is a values-based organisation.  In your application and at the interview, you will need to demonstrate behaviours aligned with our values of:

* People First
* Further Together
* Making it Real
* Trusted