Woorabinda Aboriginal Shire Council
Position Description

Job Title:	**Refrigeration and Air Conditioning Technician**		
Award:	*Above Award*		
Employment Type:	Permanent		
Reports to:	Director of Infrastructure Programs		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	16th of November 2026

POSITION OBJECTIVE

The Refrigeration and Air Conditioning Technician is responsible for the installation, servicing, maintenance, repair and compliance testing of refrigeration and air conditioning systems within Council owned facilities and infrastructure.
The role ensures community buildings, offices, staff housing, accommodation facilities, workshop amenities and operational assets maintain safe, reliable and efficient climate control and refrigeration systems, supporting service delivery across the Woorabinda community.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A proud, safe, vibrant and united Woorabinda – strong in culture, strong in community, with opportunity for future generations.

Our Mission

To lead with respect, working together to strengthen culture, grow opportunity and build a proud, safe and united Woorabinda.

Our Values

Our values are based on RESPECT. Respect is how we lead, how we listen, how we make decisions and how we work with community.

Respect – We respect Elders, families, young people, staff, culture, Country and community.
Empowerment – We support local people to lead local solutions.
Strong Culture – We protect and celebrate Woorabinda's history, identity and culture.
Pride and People – We are proud of Woorabinda and put people first.
Excellence in Service – We deliver reliable services and keep improving.
Connection and Collaboration – We work together as one community.
Transparency and Trust – We are open, accountable and honest.

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

Maintenance and Repairs

- Diagnose faults and repair refrigeration and air conditioning systems.
- Conduct preventative and scheduled maintenance programs.
- Service split systems, ducted air conditioning systems, package units, refrigeration units and cool rooms.
- Install new refrigeration and air conditioning equipment as required.
- Undertake emergency breakdown repairs.

Asset Management

- Maintain accurate maintenance and service records.
- Contribute to Council's asset management planning.
- Monitor asset condition and identify replacements requirements.
- Report recurring equipment failures and recommend improvements.

Compliance and Safety

- Ensure all works comply with:
    - Work Health and Safety Act 2011 (Qld)
    - Electrical Safety Act 2002 (Qld)
    - Australian Refrigeration Council (ARC) requirements
    - Australian Standards and Codes of Practice
- Maintain refrigerant handling licences and certifications
- Conduct leak detection and refrigerant recovery activities
- Follow environmental protocols relating to refrigerant management

Project and Installation Work

- Participate in refurbishment and construction projects.
- Provide technical advice on air conditioning and refrigeration requirements.
- Assist contractors and project teams during infrastructure upgrades.
- Ensure installations comply with manufacturer specifications and Council standards.

Customer Service

- Respond to maintenance requests in a timely manner.
- Liaise professionally with staff, tenants, contractors and community stakeholders.
- Provide practical advice regarding equipment operation and maintenance.

General Duties

- Participate in refurbishment and construction projects.
- Assist other Infrastructure Services teams as necessary.
- Operate council vehicles, equipment and tools safely.
- Perform other duties consistent with skills, competence and training.

Other duties, consistent with duties and responsibilities of the position as directed by the CEO or other senior Council staff.

SELECTION CRITERIA

- **Essential:**
  - Certificate III in Air Conditioning and Refrigeration (UEE32220 or equivalent).
  - Current Refrigerant Handling Licence.
  - Current Refrigerant Trading Authorisation (or ability to obtain).
  - Current Queensland Drivers Licence.
  - Construction White Card

- **Experience:**
  - Demonstrated experience maintaining and repairing refrigeration and air conditioning systems.
  - Experience diagnosing faults and undertaking repairs with minimal supervision.
  - Experience working in remote, regional or local government environments.
  - Experience using maintenance management systems and record keeping processes.

- **Knowledge and Skills:**
  - Sound knowledge of refrigeration and air conditioning systems.
  - Ability to interpret technical drawings and schematics.
  - Understanding of WHS legislation and safe work practices.
  - Strong problem solving and troubleshooting skills.
  - Ability to work independently and manage competing priorities.
  - Good written and verbal communication skills

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities
Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct
Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety
Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director of Infrastructure Programs
Internal Liaison:	Members of the management team and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.