



Job Description
Principal Officer - Air Conditioning & Refrigeration
COMMUNICATION, NAVIGATION & ELECTRICAL SERVICES

Position: Principal Officer – Air Conditioning & Refrigeration
Department: Communications, Navigations & Electrical Service
Salary: L1/L6 \$65,651/\$86,290 pa max
Term: Contract (3 years)

Description

The Principal - Air Conditioning & Refrigeration Officer reports directly to the MCNE and assist with the overall management of the CNE Department.

Duties and Responsibilities

1. Oversee the installation, maintenance, and repair of air conditioning and refrigeration systems across the SAA's infrastructures, ensuring the required operational standards of the SAA air conditions are being met.
2. Conduct and supervise scheduled maintenance checks of SAA's air conditioning systems and refrigeration units, to ensure continued operational efficiency and safety.
3. Respond to air conditioning system reported faults promptly, maintaining a 24-hour resolution timeframe.
4. Ensure ongoing upkeep and optimal condition of all airport air conditioning and refrigeration systems and address discrepancies or issues that affect system performances, especially for SAA work places and buildings that operates on a 24hour basis.
5. Liaise closely with the Principal Electrical Officer and Manager-CNE to troubleshoot difficult air-conditioning technical issues, implement solutions, and ensure seamless coordination across technical teams for operational excellence
6. Provide monthly reports to the MCNE detailing air conditioning maintenance activities, system performance, issues encountered, and resolutions. This includes tracking faults and any other significant technical matters impacting air conditioning system performances.
7. Assist the MCNE in the preparation and management of the annual budget for the SAA's air conditioning and refrigeration systems.
8. Conduct refresher and periodic trainings for air condition staff and ensure staff adhere to Safety standards at all times
9. Act as the MCNE when appointed by the GM during the Manager's approved absence from work.
10. Other lawful duties as assigned, discussed and agreed upon with the Manager CNESD

Selection Criteria

1. Must have completed an Apprenticeship Program in Air Conditioning and Refrigeration, which combines on-the-job training with classroom instruction at a recognized training institution or company
2. Must hold a relevant certification from a recognized accredited institution.
3. A minimum of 10 years of hands-on experience in air conditioning and refrigeration systems, with extensive experience in airport facilities or other high-traffic, complex infrastructure environments such as terminals, lounges, and commercial spaces.
4. Strong knowledge of airport-specific air conditioning systems, including large-scale HVAC units, refrigeration, and environmental control systems designed to maintain comfort for passengers, staff, and stakeholders
5. Must be able to lead and make critical decisions under pressure, particularly during high-stress situations, ensuring that air conditioning and refrigeration systems continue to function effectively and efficiently, even during emergencies or system failures.
6. Excellent troubleshooting and repair skills to efficiently diagnose and resolve system faults, with minimal downtime and in line with airport operational needs.
7. Excellent report writing skills, capable of documenting daily maintenance activities, system performance reports, faults encountered, and resolutions, all with a high level of professionalism and accuracy.
8. Proficiency in computer literacy to manage maintenance schedules, reporting tools, and inventory tracking.
9. Must be available to work after hours, on weekends, or during emergencies, as required, to ensure continuous operation of air conditioning and refrigeration systems at Samoa airports.