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| Employee Name |  |
| Job Title | HVAC Commissioning Engineer |
| Line Manager | Services Manager |
| Supervising | N/A |
| Document Number | JD118 | Revision Date | A1 |
| Based | Offshore |

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| Job Purpose Summary |
| Execution of small projects and commissioning works on offshore mobile and fixed installations. |

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| 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.** Temporary Refuge Ingress Testing
* HVAC Commissioning/Air Balancing/Water Balancing
* HVAC Audit Surveys
* HVAC Fan Performance Testing
* Noise Surveys
* Local Exhaust Assessments & Testing
* To complete all activities identified within the work packs
* Ensure work areas are maintained in a safe and tidy manner
* Ensure high standards are maintained in terms of client liaison, both verbally and by email
* To work in a safe manner at all times
* To work to project specific quality plans
* Play a proactive role in housekeeping and continuous improvement opportunities

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.
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| Experience/Education/Training |  |
| Requirement | Essential | Desirable | How Assessed  |
| Education, Training, Qualifications: |
| CSA (Commissioning Specialists Association) Grade 3 or above | ✓ |  | DC |
| Relevant qualifications |  | ✓ | DC |
| Valid offshore certification (OGUK Medical, BOSIET, MIST etc.) |  | ✓ | DC |
| P601 LEV certification |  | ✓ | DC |
| Building or TR air leakage testing certification |  | ✓ | DC |
| Experience: |
| Minimum 5 years’ experience in a similar role | ✓ |  | CV/Int |
| Previous offshore experience |  | ✓ | CV/Int |

**KEY:**

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| **CV = Application Form/CV****JB = Job Records** **Int = Interview** | **Med = Medical Questionnaire****Dc = Documentary Evidence (E.g., Certificates)** **PR= Performance Review**  |

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| Signed by Employee |  | Signed by Line Manager |  |
| Date |  | Date |  |