

<b>Name of Employee</b>		<b>Year</b>	2020
<b>Job Title</b>	HVAC Technician	<b>Department</b>	Maintenance
<b>Direct Reporting to</b>	HOD, Maintenance	<b>Indirect Reporting to</b>	Director Admin
<b>JOB DESCRIPTION</b> <ul style="list-style-type: none"> <li>Responsibility of Operation and Maintenance of HVAC system</li> <li>Preparation of Daily Reports</li> <li>Taking care of all the Chillers, AHUs, FCUs, Air washers, Window &amp; Split AC and Cooling Tower.</li> <li>To attend all kind of breakdowns related to HVAC during the shift.</li> <li>To ensure that all the complaints are attended timely and resolve</li> <li>Preparation of history record, breakdown record and preventive maintenance record</li> <li>Cost consciousness of consumables in and equipment down time</li> <li>Trouble free and excellence services around the Hospital during shift</li> <li>Any other instructions of seniors</li> </ul>			
<b>Prepared by:</b>		<b>Verified by :</b>	<b>Approved by:</b>
HR Executive		Head- HR & Training	Administrator
I have read and clearly understood the above job description and I assure you that I will put in my best efforts to follow it.			
<b>Signature of Employee</b>			