



**Position Vacant –  
Air Conditioning / HVAC Site Manager**

JOB TITLE	Site Manager - Air Conditioning / HVAC
LOCATION	Illawarra
MAIN PURPOSE OF JOB	Working in close cooperation with the Operations Manager(s) and Project Manager(s) this role focuses on the successful installation of electromechanical and refrigeration products and systems.
REPORTING TO	Operations Manager

### About

Climax Air Conditioning has been delivering Outstanding Customer Service to the Illawarra and Shoalhaven for over 25 years. We are a business big on culture and values and believe in engaging our team to perform at their best. Climax has strategically invested in great people, training and the development of robust systems. We are very well poised for further success over the coming years.

Climax Air Conditioning is embarking upon an exciting growth phase and this represents an opportunity to join our Illawarra and Shoalhaven Commercial Installation Team. You will supervise and co-ordinate the activities of our onsite Technicians. This is a critical role and works closely with the Project Managers to ensure works are delivered upholding our reputation for high quality workmanship, on time, on budget.

You will help to implement strategies for providing cost-effective, consistent and reliable installation services. You will lead an experienced and capable team with accountability for driving profitable business outcomes and high-quality installations.

As the Site Supervisor/Manager you will be responsible for mentoring, coaching, and managing colleagues that are both new to the industry and experienced within the industry. You will be focused on ensuring that your colleagues maintain exceptional technical competence and continuously ensure that best practice is used whilst continuing to optimise installation efficiency.

You will ensure quality of performance is actioned in accordance with Climax policies, procedures, safety requirements and applicable state legislation. Being part of a growing organisation that actively supports your career, means that for the right person, this critical role could be the next step in a fantastic career.

### Key Responsibilities

- Responsible for managing a team of up to 10-20 technicians within the given region.
- Reporting into the Operations Manager or Project Manager
- Resolving day to day issues with technicians and the client
- Mentoring of new starters
- Driving productivity and contract efficiencies
- Undertaking incident investigations
- Ensure that all work undertaken is executed according to the Climax's quality system requirements including validation and verification phases and detailed ITP's and ITC's.
- Interpret and install plans and diagrams for HVAC equipment
- Quantification and selection of material and equipment from plans
- Test and commission installations
- Provide onsite technical expertise
- Carry out installations on all types of Residential and Commercial HVAC equipment such as;
  - Package Units
  - VRF Systems
  - Split systems
  - Ducted systems
  - Ventilation

### Selection Criteria

Candidates meeting the following criteria are invited to apply without delay.

- A successful track record as a Site Supervisor/Manager in the HVAC sector - ideally with experience in the installation of HVAC.
- Up-to-date trade qualifications and licences.
- Previous experience managing an onsite team(s)
- Extensive knowledge of HVAC Industry is a must
- Minimum 5 years' experience on HVAC Projects in Australia
- Intermediate to advanced computer skills.
- Commercially astute
- Excellent interpersonal and all round communications skills, written and verbal
- Strong onsite supervision skills
- Industry Qualifications
- Able to manage multiple project sites
- Meticulous attention to detail
- Extremely well organised
- Proven ability to plan and schedule works
- Process orientated

**Personal Attributes**

You will be Passionate about your work and take pride in everything you do, always striving to deliver the best outcome for the Company and your team. You will lead with a very positive and pro-active attitude toward work and life. You will believe in and live by our values of Teamwork, Innovation, Professionalism and Outstanding Customer Service

- Excellent communication, presentation & negotiation skills
- Strong leadership experience with the ability to initiate and drive change
- Able to lead and grow a team
- Ability to work as part of a larger team
- Computer skills – competent in all windows applications
- Customer focused
- Current licences

**Benefits**

- A competitive package will be negotiated with the right person.
- The successful candidate will be working alongside quality professionals in a supportive team environment.
- You will be working within a company that is heading in the right direction and offers a long term career with progression opportunities.

**How to Apply**

Send your resume and cover letter to [hr@climaxair.com.au](mailto:hr@climaxair.com.au)

or contact Robbie Flemons on 0423 380 690 to discuss.

All communications will be treated with strict confidence.