



# MSS GROUP APPRENTICE PROGRAM



# ABOUT THE COMPANY

Multi Services Solutions Group (MSSG) is a privately owned and operated company, and the corporate holding entity of MSS Hard Services Australia and New Zealand, MSS Transport, Select Services, Trak Services, Triple H, Rams and BBM.

## TRAK NZ

Trak Group Limited is based in Auckland. Trak has been providing building services since 1988 and has a team of 80 technical specialists across New Zealand.

Trak provides a variety of services which maximise building performance, these include: Building Management Systems, Security (CCTV & Access Control), HVAC, Electrical and Water treatment.

## SELECT AU

MSS Select Service provides a full range of HVAC, Electrical, Maintenance, Carpentry, Painting services solutions to the industrial and commercial markets in VIC, WA and NSW.

MSS Select Service in particular, is growing very quickly. Select's excellent reputation and innovative approach to sales and service has resulted in many new contracts recently and there are more that will drop into the pipeline soon.

# ABOUT THE HVAC PROGRAM

We are looking for candidates who are interested in pursuing a career in Heating, Ventilation, and Air Conditioning (HVAC) industry. This is a full-time, paid Apprenticeship Program designed to assist candidates in building their career in the Property & Construction Industry. The successful applicants will have the opportunity to gain hands on experience working on-site, followed by job rotation through different divisions of the business.



### PART 1 ON-SITE WORK EXPERIENCE

You get on-site experience whilst studying. You will be responsible for helping and supporting experienced tradespeople by assisting with maintenance of worksites and equipment. You will gain hands on experience in electrical, air conditioning and engineering projects.



### PART 2. TERTIARY QUALIFICATION

Successful candidates will commence with the business on a full-time permanent basis whilst studying a Certificate in Refrigeration & Air Conditioning.

- New Zealand: Certificate in Refrigeration and Air Conditioning (Level 4).
- Australia: Certificate III in Air-conditioning and Refrigeration at TAFE & Restricted Electrical Licence and Full Refrigeration Handling Licence.



### PART 3. TRADE QUALIFIED TECHNICIAN

On the completion of your apprenticeship you will receive a pay increase, and be entitled to an annual remuneration review.



## WHAT IS A HVAC TECHNICIAN

For those not familiar with this field, HVAC Technicians or Refrigeration and Air Conditioning Mechanics work with industrial, commercial and domestic refrigeration, air-conditioning and heating systems.

They are specialists in installing, testing, servicing, and repairing these systems. If you feel this might be an area you are interested in, we encourage you to apply for this program.

## HVAC APPRENTICESHIP

Heating, air conditioning, and refrigeration mechanics and installers work on heating, ventilation, cooling and refrigeration systems that control the temperature, humidity, and overall air quality within all types of building structures e.g. schools, hospitals, indoor sport centres, commercial buildings, high-rise apartments, shopping centres etc.

The HVAC trade is unique and diverse and involves the use of specialist equipment and tools, as well as following manufacturer instructions and interpreting plans.

The HVAC Technician works closely with other trades, e.g. Electricians, Plumbers and Sheetmetal/Pipe Fitters. An Air Conditioning and Refrigeration apprenticeship is ideal if you have an investigative mind and like to undertake a variety of practical work and develop specialist skills.

An overview of some of the tasks of a qualified HVAC Technician:

- Conduct assessments on HVAC systems and provide advice to clients on energy efficient solutions
- Upgrade, repair and recycle the gas or fluid in HVAC systems with environmentally friendly refrigerants in line with government regulations and standards.
- Diagnose faults and breakdowns of the equipment and perform repairs,
- Provide quotes for installations, services, maintenance and install electrical components and wiring,
- Inspect and test HVAC systems and components.

The apprenticeship also provides an excellent pathway to other careers within the trade e.g. Site Management and Project Management.

MSS Group will provide you with on-the-job training with qualified and experienced HVAC Technicians, support and supervision combined with one day a week of formal study.



# WHY CHOOSE AN APPRENTICESHIP WITH US ?



Access to endless support during your apprenticeship with highly skilled and qualified technicians and managers will help to guide you:

- Experience our unique Apprentice Rotation System which allows you to experience all aspects of the trade.
- Exposure to a diverse number of industry applications including but not limited to: commercial office buildings, hospitals, schools, aged care facilities, luxury residential high rise buildings and residential applications.
- Growing team with long terms career progression opportunity
- Training, development and mentoring available.
- Trust, respect and autonomy provided to team.
- Uniform, Safety boots, tools, iPhone and iPad provided
- Company vehicle and fuel card provided
- Great employee benefits.
- Competitive salaries
- Rostered day off and on call allowances available
- Paid study leave
- Employee Assistance program

## HOW TO APPLY

If you are interested in applying, please prepare a resume, ensure it includes the following:

1. Name, Address, Contact details
2. Career Goals
3. Education & Training
4. Working Experience (If applicable)
5. Personal or professional references

Send your resume to Mary Grace MSS Group Recruitment Consultant by emailing [maryg@mssgroup.com.au](mailto:maryg@mssgroup.com.au)



# OTHER APPRENTICES AVAILABLE

## Electrical Apprentice

Electricians work with electrical systems and networks in domestic, commercial and industrial settings. They are skilled in performing a range of services safely including: installing electrical switchboards, cables and wiring, diagnosing and repairing electrical malfunctions. They may also maintain existing electrical systems.

As an electrical apprentice you will complete a New Zealand Certificate in Electrical Engineering Theory (Level 3) or Certificate II in Electrotechnology (AU). It's a four-year course, which involves both on-the-job and off-the-job training. This allows you to become an electrical tradesperson.

## Security Technician Apprentice

Security System Technicians install, maintain and repair security systems in residential homes and commercial settings. They install a range of security equipment including CCTV cameras, alarm systems, motion sensors and secure phone lines. Security System Technicians must have knowledge of basic electronics principles, including the diagnosis and repair of electrical faults. They interact with members of the public daily and may work in confined spaces such as in the roof of a building.

They are employed by security system installation companies or may run their own business.

To become a qualified security technician you need to complete Certificate III in Technical Security.

## Carpentry Apprentice

Carpenters construct, build, install and repair walls and fixtures on residential, commercial and industrial projects.

There are lots of opportunities for carpenters: you may work as a shopfitter, framework, formwork, or green carpentry which uses materials to make buildings more energy efficient and sustainable. To become a qualified carpenter you need to complete an apprenticeship and gain a New Zealand Certificate in Carpentry (Level 4) or Certificate III in Carpentry (AU). This usually takes between three to four years to complete.

## Building Cadetship

Construction Project Managers specialised in the planning, management and execution of construction projects. They oversee, coordinate and work on the construction, repair and renovation of homes and other buildings. As building cadet you will participate in our internship program which includes a 12-month rotation across various divisions and teams.

To become a cadet you will need to be studying a Certificate IV in Building and Construction or Diploma of Building and Construction

# FOUNDATIONS THAT DRIVE OUR BUSINESS TO SUCCESS



INNOVATION



SAFETY



COLLABORATION



COMMITMENT



FULLY LICENSED & INSURED

## THE MSS WAY

One of our values is **“We Celebrate Success and Grow from Failure”** We recognise that to grow we need to take risks, and through this process we are committed to learning from our endeavours. Through our recruitment and selection process we identify candidates that have a growth mindset. We look for candidates that try to approach any problems they face head-on. They are not afraid to make mistakes as part of that process, and, instead, tend to see problems as an opportunity to learn and develop.

Working at MSS is about being part of collaborative and inclusive teams, everyone has a seat at the table, where everyone’s voice is heard and valued. This inclusive dynamic culture in turn fosters social safety, which will then fuel a culture that enables innovative and creative thinking, inspiring individuals to think beyond the square meeting table, and outside the box.

We consider our employees Co-Creators of our future. We invite you to create the team and culture you want to be part of. Come on the journey with us!



MSS GROUP

# COMMUNITY

## PROGRAM

MSS Group operates and promotes  
**AN INCLUSIVE AND  
DIVERSE ENVIRONMENT**

with commitments to our teams, procurement and suppliers. We present our company on the merits of our reputation and expertise in product delivery. We believe in the quality of our service delivery, ethical company behaviour and responsible supply chain policies

We do not seek to gain advantage and bias through pre-qualifying procurement quotas; however seek to work alongside of local and indigenous communities to build and invest in the longevity and sustainable local skills and regional supplier networks where we work.

We have experience in the development of  
**INDIGENOUS EMPLOYMENT,  
TRAINING AND  
DEVELOPMENT PROGRAMS,**

and community outreach programs in consultation with local indigenous and government agencies. A most recent example is our engagement through our subsidiary companies of Regional Airport Management Services (RAMS) and MSS Hard Services (MSS) with Djarindjin Aboriginal Corporation and Djarindjin Airport, WA.



## CONNECT WITH US



Multi Service Solution Group ANZ



[mssgroup.com.au](http://mssgroup.com.au)

## OFFICE LOCATIONS

### MSS Office Address

**NSW** Unit 8, 1B Kleins Road Northmead 2152

**WA** 113 Kew Street, Welshpool 6106

**VIC** 12/31 Keysborough Close, Keysborough 3173

**NZ** 51 Felix Street Penrose, Auckland 1061

### Triple H Office Locations

**NSW** 2/23 Waratah Street Kirrawee 2232

**VIC** B, 8-10 Healey Road, Dandenong South 3175

**QLD** 10 Moonbi Street Brendale 4500

**SA** 2/19 Priority Court Edinburgh North 5113

## OUR HR TEAM

### Australia



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