

HVAC Apprentice

Purpose

The job of HVAC Apprentice is done for the purpose/s of under the direction of a journeyman, maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner. This job reports to Supervisor - Mechanical Trades.

Essential Functions

- Coordinates with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Installs heating/air conditioning/refrigeration equipment and systems (e.g. coils, pumps, controls, electric motors, etc.) for the purpose of providing comfort inside facilities.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Operates computerized energy management systems for the purpose of setting time schedules, heating and cooling settings, pump operations, and troubleshooting system failures.
- Prepares written materials (e.g. filter inventory, work orders, bids, equipment inventory, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. coils, fans, air compressors, controls, pumps, boilers, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the maintenance and repair of HVAC equipment; adhering to safety practices; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnosis and repair of electrical systems/sub-systems; troubleshooting/maintaining mechanical electrical, environmental systems/sub systems including control/balancing these systems; pertinent codes, policies regulations and/or laws; and blueprints and schematics.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 55% walking, and 30% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency: None identified

Required Testing:

Certificates and Licenses

- * Ability to obtain City/County/State Low Voltage Apprentice License within 60 days of hire
- *Ability to obtain City/County Mechanical Apprentice License within sixty days of hire
- *Ability to obtain EPA 608 Refrigeration License within ninety days of hire
- *Valid Driver's License & Evidence of Insurability
- *Ability to obtain City/County/State Low Voltage Technician License within six months of hire
- *Ability to obtain City/County Mechanical Journeyman License within six months of hire

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

09-18-15

Salary Grade

57

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____