

## **HVAC APPRENTICE**

### **Purpose Statement**

The job of HVAC Apprentice was established 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; and 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.

**Working 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 specialized field is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Ability to obtain Low Voltage License within one year of hire  
Ability to obtain Apprentice City/County Mechanical License within one year of hire  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

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

**FLSA Status**

Non Exempt

**Approval Date**

11/8/2010

**Salary Grade**

Classified 57

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

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_