



Job Description

Job Title: HVAC Apprentice

Reports to: Maintenance Director
Department: Maintenance
Number of Days: 12 Months
Compensation: Hourly Grade 09
Overtime Status: Non-Exempt
Date Job Revised: 06/16/2008

Position Summary: Complete all assigned work orders in a timely manner. Report labor, cost and any pertinent notes/information regarding all assigned work orders and return to your foreperson daily.

Qualifications/Job Requirements:

Education:

- High School diploma or equivalent

Specialized Knowledge, Licenses, etc:

- Care & use of common hand tools

Experience:

- Knowledgeable of current city codes and EPA regulations.
- Ability to learn or perform routine preventative maintenance on all HVAC equipment.
- Must have experience or general knowledge of HVAC trade and willingness to learn all phases.

Specific Training/Skills:

Physical Requirements (If Applicable):

- Lifting - May exceed 50lbs
- Climb ladders and scaffolds.

Other:

- Must be a self starter
- Must have a positive attitude
- Skilled in operating all types of equipment assigned to department
- Must have general knowledge in all areas of job responsibilities

Scope of Authority (If Applicable): NA

Customer Contacts (Internal and External):

- Internal: Director, Supervisors & Forepersons
- External: Site principals/administrators and staff

Essential Job Functions:

- Types of systems include window air conditioning units, rooftop units, chiller units, and reciprocating systems.
- Perform preventative maintenance on all HVAC equipment
- Coordinates with other shops as needed.
- Various other tasks as assigned by the Director and as needed.