



Job Title:	Heating, Ventilation, and Air Conditioning (HVAC) Apprentice	Wage/Hour Status:	Non-Exempt
Reports To:	HVAC Supervisor	Pay Grade:	Maintenance Pay Group 2
Dept. /School:	Maintenance Department	Date Revised:	11/04/2011

Primary Purpose:

Under general supervision, maintain, repair, and install heating and air conditioning systems and equipment throughout the district. Maintain and provide for the safe condition and operation of all HVAC systems in district facilities.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas driver's license
EPA Certified Refrigerant Technician

Special Knowledge/Skills:

Able to follow verbal and written instructions.
Able to operate basic HVAC meters and refrigerant manifold gages
Ability to diagnose and resolve problems
Ability to use hand and power tools
Able to work independently

Experience:

Five years experience in HVAC field

Major Responsibilities and Duties:

Maintenance and Repair (Under supervision of HVAC Technician):

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment. (Example: heat pump systems, multi-zone air handling system, boilers)
2. Repair, replace, or calibrate controls, thermostats, switches, fuses, and electrical wiring.
3. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
4. Maintain an accurate accounting of all refrigerant used in the performance of assigned task.

5. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
6. Perform duct cleaning.
7. Receive and complete work orders.
8. Maintain accurate records on material and labor used.
9. Maintain inventory of district-owned tools, equipment, and materials.
10. Inspect jobs upon completion and ensure areas are clean.
11. Work with building principals and supervisors to complete projects.
12. Detect needed repairs on equipment following established inspection procedures.
13. Respond to emergency calls as needed.

Safety:

14. Perform preventive maintenance on tools and equipment.
15. Operate tools and equipment according to established safety procedures.
16. Ensure that equipment is in safe operating condition.
17. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
19. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Meter, gage, welding equipment, ladder, hoist, hand and power tools, pipe bender, propane torch. Light truck or van. Vacuum pumps, refrigerate, recovery machines, electrical gauges. Scaffold 30 feet above ground.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent districtwide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.