AUBURN
Human Resources

# Apprentice HVACR I

**Job Description**

## JOB INFORMATION

| | |
|---|---|
| Job Code | ND59A |
| Job Description Title | Apprentice HVACR I |
| Pay Grade | STUC |
| Range Minimum | $0 |
| 33rd % | $0 |
| Range Midpoint | $0 |
| 67th % | $0 |
| Range Maximum | $0 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/2/2023 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Production & Skilled Trades |
| Job Function: | HVAC |

## JOB SUMMARY

An apprentice HVAC technician is an entry-level HVAC trainee enrolled in an apprenticeship program to learn the concepts and skills necessary to become a journey-level HVAC technician over a three-year period. As an HVAC technician apprentice, they will receive a combination of classroom education and paid on-the-job experience. Apprentice HVAC technician's work under the observation of a journey-level HVAC technician, building basic skills and gaining additional tasks and responsibilities as they improve. HVAC technicians must follow all National Codes and comply with State and local building codes.

## RESPONSIBILITIES

- Learn and Develop Trade Skills: As an employee-in-training, apprentices exhibit an enthusiasm to learn and an interest in the HVAC trades field. The apprentice should display an eagerness to build their knowledge and are willing to put in the effort to develop their skills. Apprentice HVAC technicians work under the observation of a journey-level HVAC technician, building basic skills and gaining additional tasks and responsibilities as they improve. The apprentice HVAC technician will learn to identify, analyze, troubleshoot, and assist with repairs of equipment and how to assemble, install, test, and maintain HVAC systems. The apprentice will learn to interpret blueprints and schematics; install HVAC fixtures; update internal Facilities work order systems and client accounts; and communicate and collaborate with other facilities workers and crew members.
- Attend Training Classes: Apprenticeships will require a combination of on-the-job learning, attendance, and satisfactory progress and completion of trade-related classes. Trade-related classroom training, lectures, and discussions should result in satisfactory competency that leads to true craftsmanship, which is also evaluated as part of the curriculum.
- Adhere to Health and Safety Regulations: Health and safety regulations are important, so apprentices must adhere to business standards as well as comply with legal regulations. This will help ensure the safety of both the apprentice and colleagues.
- Complete Training Assignments: Most of an apprentice's work is done during business hours, however, there is often a need to do homework out of work hours. Apprentices need to complete all homework to build their knowledge and skill set and meet the requirements of the apprenticeship.
- Follow Company Processes: Apprentices need to follow all rules established by their employer. The apprentice is responsible for strictly adhering to all processes and procedures

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| High School Diploma or GED | | and | 0 years of | •This is an entry-level position.<br>• Ability to read and write<br>• High mechanical aptitude and willingness to learn | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Ability to read, write, and perform basic math skills. | |
| Ability to correctly and safely use common hand and power tools. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| DL NUMBER - Driver License, Valid and in State | | | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Labor & Trades |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | | | X | |
| Sitting | | | X | | | |
| Lifting | | | | X | | Up to 25 pounds |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | X | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme temperatures | | | | X | |
| Hazards | | | | X | |
| Wet and/or humid | | | X | | |
| Noise | | | | X | |
| Chemical | | | X | | |
| Dusts | | | X | | |
| Poor ventilation | | | X | | |

| **Vision Requirements:** |
|---|
| No special vision requirements. |