
Auburn University Job Description

Job Title:	Apprentice HVAC	Level I	Grade:STUC	\$31,200
Job Code:	ND59	Level II	Grade:STUC	\$32,240
FLSA status:	Non-Exempt	Level III	Grade:STUC	\$34,320
Job Family:	Production & Skilled Trades	Level IV	Grade:STUC	\$36,400
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 four-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.

Essential Functions

1. **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; communicate and collaborate with other facilities workers and crew members.
2. **Attend Training Classes:** Apprenticeships will require a combination of on-the-job learning, attendance, and the 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.
3. **Adhere to Health and Safety Regulations:** Health and safety regulations are important, so apprentices must adhere to business standards as well as comply to legal regulations. This will help ensure the safety of both the apprentice and colleagues.
4. **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.
5. **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.

Supervisory Responsibility

No Supervisory responsibilities.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

Minimum	Focus of Education/Experience
Education Highschool	High School Diploma or equivalent
Experience (yrs.) 0	See Apprenticeship levels

Apprenticeship Level:

Apprentice I - this is an entry-level position

- High school education
- Ability to read and write
- High mechanical aptitude and willingness to learn

Apprentice II - This is a beginner semi-skilled position

- Successful completion of the prescribed NCCER education curriculum [introduction to Basic Construction; HVAC level I course work]
- Successful completion of prescribed on-the-job learning hours [2000]
- Performance evaluation of "Meets Expectations" or higher

Apprentice III - This is a semi-skilled position

- Successful completion of prescribed NCCER education curriculum [HVAC level 2 course work]
- Successful completion of prescribed on-the-job learning hours [2000 at level 2 (4000 cumulative)]
- Performance evaluation of "Meets Expectations" or higher

Apprentice IV - This is an advanced semi-skilled position

- Successful completion of the prescribed NCCER education curriculum [HVAC level 3 course work]
- Successful completion of prescribed on-the-job learning hours [2000 at level 2 (6000 cumulative)]
- Performance of "Meets Expectations" or higher

Apprentices that successfully complete their academic work [approximately 700 hours of related training course work] and required on-the-job training [8000 hours] are awarded the certificate of completion for the State of Alabama Apprenticeship program. Employees who fail to complete the required hours for training/coursework will be subject to disciplinary procedures. Employees who attain the established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

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Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Ability to read, write, and perform basic math skills.

Ability to correctly and safely use common hand and power tools.

Certification or Licensure Requirements:

Valid Drivers License

Pre-Employment Screening Requirements:

Physical Requirements/ADA

Moderate Physical Requirements: Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Frequent Stress - Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

- Job frequently requires talking, hearing and lifting up to 25 lbs.
- Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100lbs.

No special vision requirements.

Date: 10/6/2023