



Skilled Trades I – HVAC Apprentice

Job Overview

The job of Skilled Trades I – HVAC Apprentice was established for the purpose/s of performing apprentice level semi-skilled maintenance work in the trade of heating, ventilation, and air conditioning (HVAC); ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to the HVAC Foreman.

Job Functions

- Working independently, carries out basic planned maintenance workorders, system assessments, troubleshooting, and minor repairs on HVAC systems and components, as directed and under the supervision of the HVAC Foreman.
- Assists in the diagnoses of malfunctions of HVAC equipment and systems and/or components for the purpose of identifying repair and replacement needs.
- Installs, relocates, and maintains building HVAC equipment and systems under the supervision of the HVAC Foreman.
 - May install, maintain, and repair refrigeration units.
 - May install, maintain, and repair fan coil units and air handling units including filter changes, periodic lubrication, bearing change out and drive belt replacement.
 - May install, maintain, and repair exhaust fans and associated controls.
 - Assists in the maintenance of hydronic units needed for heating and ventilation, steam generators and boilers.
- Assists in performing safety inspections, maintenance of logs and related records.
- Coordinates with assigned Foreman and/or other trades for the purpose of completing projects and work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains vehicles, tools, and equipment for the purpose of ensuring availability in safe operating condition.
- Prepares written materials (e.g., repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains regular progress in required training program as outlined by HVAC Foreman.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Travel

Travels daily throughout the county to perform work at assigned schools. Additional travel throughout the county to facilities may be required to help technicians or during emergency situations.

Working Environment

Work is performed both inside and outside of buildings, in areas where students and staff are present, and during various temperature extremes and inclement weather for outside work. May be exposed to dust from drilling, sanding, grinding etc. and excessive noise from the use of power tools, mechanical rooms and working around/operating heavy equipment. Work also results in exposure to various chemicals. Safety Data Sheets are readily available for employee information to identify hazards and protective equipment required prior to the use of the chemical or compound.

Generally, the job requires 10% sitting, 60% walking, and 30% standing.

Physical Requirements: Occasional lifting up to 70 lbs., carrying, pushing, pulling; climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; working off of ladders, and significant fine finger dexterity.

Qualifications

Minimum experience: 1 year of job-related experience.

Minimum education: High School Diploma or equivalent.
Enrollment in HVAC trade program toward license/certification preferred.
Enrollment in EPA Refrigerant program toward certification preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of the standard practices, methods, tools and equipment of the HVAC trade.
- Knowledge of hazards and safety precautions of the HVAC trade.
- Ability to work from schematics, sketches, and specifications.
- Ability to read and understand information and ideas presented in writing.
- Skill in the use of the tools and equipment of the HVAC trade.
- Ability to understand and follow oral and written directions; work independently with little direction; plan and organize work; and prepare accurate records.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing: Alcohol and Drug Test

Continuing Education/Training: Maintains regular progress in required training program as outlined by HVAC Foreman

Required Certificates and/or Licenses: Valid Tennessee Driver's License; Evidence of Insurability

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.