

Job Title: HVAC - Apprentice

Pay Grade: Auxiliary - 2

Reports to: Supervisor

Revised: 1/24/2024

Dept./School: District Wide

Primary Purpose:

The role of a HVAC/Refrigeration Mechanic Apprentice is to perform all work assigned by the HVAC Shop Supervisor/Lead HVAC Mechanic/Mechanic(s) assigned and/or the immediate management personnel.

Qualifications:

Experience/Qualifications:

- High school diploma or equivalency
- Possess a valid Texas Driver's License and maintain a good driving record
- Preferred one year experience in the HVAC field
- Preferred to have basic knowledge of HVAC equipment
- Preferred to have electrical troubleshooting knowledge of HVAC equipment
- Preferred knowledge with Indoor Air Quality
- Preferred knowledge in Preventative Maintenance on HVAC equipment
- Working with hand tools

Duties:

- Operate and maintain company vehicle
- Maintain and inspect tools
- Provide great customer service with a positive attitude
- Check in and out daily with the HVAC Supervisor
- Assist HVAC inspections, and scheduled preventive maintenance as per the manufacturer recommendations
- Change filters on HVAC equipment
- Change belts as needed
- Assist in ductwork, pipe, and low voltage electrical wiring and controls related to HVAC
- Required to work at various heights, in awkward positions, or tight spaces.
- Open and close work orders through computers or I-pads
- Process completed paperwork, reports and purchase orders as needed
- Load and unload materials and equipment as necessary
- Be able to lift up to 50 lbs.
- Work with other trades and shops on various projects, or work orders
- Keep all work areas clean. Thorough clean up should be done at the end of all completed work
- Always conform to the OSHA Safety industry standards
- Always conform to the EPA industry standards, proper and legal handling of all hazardous and other waste, etc. storage and disposal
- Conform to the District's and Facilities department policies.
- Perform other duties as assigned.
- Be available for emergency response and support, i.e., duties may require overtime, weekends, late night work and holiday work to perform the tasks required by AISD if an emergency arises.

Responsibilities:

- Maintains a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade. Promptly report accidents on the job. Prepare and submit accident reports to Supervisor. Responsible for adhering to policies, practices, and procedures on safety and operational instructions. Comply with rules and regulations applicable to building codes.
- Keep all equipment and tools operating properly, safely and in accordance with applicable codes and related safety regulations and recommendations.
- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, personal appearance, possess excellent communication and interpersonal skills.
- As assigned; Assist in repair, construct, and install HVAC and related systems and components. Repair/replacement of HVAC systems for all AISD facilities.
- Performs work according to codes, manufacturer's specifications, Department and trade guidelines and standards.
- Continue to learn and develop in the field.
- Willing to acquire job related license(s) that may be required.
- May be required to obtain an asbestos license, lead management or other license(s) as deemed necessary

Misc. Information:

- Work with frequent interruptions.
- Frequent standing, walking, and sitting for prolonged periods of time.
- Assembling and moving ladders, scaffolding, trailers, compressors, etc.
- Lifting and carrying up to 50 pounds.
- May be required to wear a respirator and pass appropriate pulmonary physical.
- Exposure to noise and communicable diseases.
- Extreme cold/heat.
- Exposure to wet and humid conditions.
- Work in confined spaces.
- Exposure to legal limits of pesticides and herbicides.
- Exposure to odors and gases.
- Tolerate exposure to grasses and other outside environments.

Wage/Hour Status: Hourly**Pay Grade: Auxiliary - 2**

I understand that I work for Abilene ISD and am assigned to the Facilities Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other responsibilities may be assigned as needed. I will support the mission of AISD; Successful Students-Exemplary Schools and therefore my actions will exemplify integrity, service stewardship, involvement, and excellence.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.