



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	HVAC Apprentice
<b><i>Payroll/Personnel Type:</i></b>	11-Month (Non-Exempt)
<b><i>Reports to:</i></b>	Facility Manager or Designee

**Position Summary:**

The HVAC Apprentice will work under the direct supervision of an HVAC Technician. As an entry-level position, this apprenticeship will last for a minimum of two years and a maximum of five, with the opportunity to advance to the position of HVAC Technician. This timeframe will be dependent upon skill set, work experience, initiative, and the ability to successfully demonstrate knowledge in the HVAC career field. During this period, the HVAC Apprentice will be trained and evaluated through on-the-job training by skilled HVAC Technicians. Once training is completed and all requirements are met, the Apprentice will be promoted to the position of an HVAC Technician. Training will be closely evaluated by the HVAC Technician and HVAC Manager to ensure performance is in accordance with established standards or specifications. If Apprentice fails to complete training within five years, Apprentice will be terminated.

**Essential Functions:**

- Coordinates with requesting department and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses malfunctions of heating/air condition/refrigeration systems and/or components for the purpose of identifying repair/replacement needs necessary to maintain equipment and systems.
- Directs other maintenance workers as may be required for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Installs heating/air conditioning/refrigeration systems and related equipment (e.g. unit heaters, pumps, safety controls, etc.) for the purpose of providing comfort inside facilities.
- Maintains tools, supplies and/or equipment (e.g. torches, cutters, drills, test equipment, sheet metal, filters, control components, fan blades, gaskets, seals, etc.) for the purpose of ensuring the availability of items, and that the equipment is in safe operating conditions.
- Meets contractors and engineers for the purpose of discussing problems with new installation and future projects.
- Orders equipment and supplies (e.g. replacement parts, filters, sheet metal, associated hardware, etc.) for the purpose of maintaining inventory and ensuring availability of required items.
- Prepares documentation (e.g. service records requisitions, work performed, etc.) for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. refrigerators, air conditioning systems, heating units, etc.) for the purpose of providing renovation and preventive maintenance of heating/air conditioning and refrigeration systems.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.



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**Required Education and Experience:**

- Graduation from general or technical high school, and/or Associate or Technical degree preferred.
- Possession of Universal EPA Refrigeration Certificate License.

**Knowledge, Skills, and Abilities:**

- Knowledge of design techniques and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Knowledge of materials, methods, and the appropriate tools to construct objects, structures and buildings.
- Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology and other applications.
- Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including building automation systems.
- Ability to work with numbers, their operations, and inter-relationship including arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Considerable 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 blueprints, sketches and specifications.
- Ability to read and understand information and ideas presented in writing.
- Skilled in the use of the tools and equipment of the HVAC trade.
- Ability to understand and carry out oral and written instructions.

**Physical Requirements:**

- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing.
- Clarity of vision at 20 feet or more and 20 inches or less; bring objects into sharp focus and see up and down or to the right or left while fixed on a point.
- Medium work – exert up to 10 pounds of force continuously and/or over 60 pounds of force frequently to lift, carry, push, pull or otherwise move objects including the human body.
- Must be physically able to operate a motor vehicle and have a valid driver's license.
- Light Work usually requires walking or standing to a signification degree.

**Working Conditions and Environment:**

- Work is routinely performed in inside and outside conditions.
- Must be able to withstand extreme temperatures as well as potentially hazardous environments.
- Must be physically able to wear dust mask and face protection.

