



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

Position Title:	HVAC Apprentice
Payroll/Personnel Type:	12 Month
Job #:	6631
Reports to:	Director of Operations
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The job of HVAC Apprentice was established for the purpose/s of under the direction of a journeyman, maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

Essential Functions:

- Coordinates with supervisor and other trades for the purpose of completing projects/work orders efficiently
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs
- Installs heating/air conditioning/refrigeration equipment and systems (e.g. coils, pumps, controls, electric motors, etc.) for the purpose of providing comfort inside facilities
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition
- Operates computerized energy management systems for the purpose of setting time schedules, heating and cooling settings, pump operations, and troubleshooting system failures
- Prepares written materials (e.g. filter inventory, work orders, bids, equipment inventory, etc.) for the purpose of documenting activities, providing written support and/or conveying information
- Repairs various items, systems and/or components (e.g. coils, fans, air compressors, controls, pumps, boilers, etc.) for the purpose of ensuring that items are available and in safe working condition
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items
- Responds to emergency situations for the 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

Knowledge, Skills, and Abilities:

- SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the maintenance and repair of HVAC equipment; adhering to safety practices; and planning and managing projects
- KNOWLEDGE is required to perform algebra and/or geometry; read technical information, and compose a variety of documents, and/or facilitate group discussions; and solve practical problems: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnosis and repair of electrical systems/sub-systems;



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troubleshooting/maintaining mechanical electrical, environmental systems/sub systems including control/balancing these systems; pertinent codes, policies regulations and/or laws; and blueprints and schematics

- ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment
Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment
Some problem solving may be required to identify issues and select action plans
Problem solving with data may require independent interpretation; and problem solving with equipment is moderate
Specific ability-based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; and communicating with diverse groups

Experience:

- Job related experience within specialized field is (required)

Education:

- High School Diploma or Equivalent (required)

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear
- The employee is occasionally required to stand; walk and stoop, kneel, crouch
- The employee must occasionally lift or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	
Immediate Supervisor		Date

Human Resources	Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.