



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

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<b>Position Title:</b>	HVAC Apprentice
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	6631
<b>Reports to:</b>	HVAC Manager/Designee
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	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 promptly.

**Essential Functions:**

- Coordinates with supervisor and other trades to complete projects/work orders efficiently
- Diagnoses problems and/or failures in heating/air conditioning/refrigeration systems to identify equipment and/or systems repair and replacement needs
- Installs heating/air conditioning/refrigeration equipment and systems (e.g. coils, pumps, controls, electric motors, etc.) to provide comfort inside facilities
- Maintains tools and/or equipment to ensure the availability of equipment in safe operating condition
- Operates computerized energy management systems to set 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.) to document activities, provide written support, and/or convey information
- Repairs various items, systems, and/or components (e.g. coils, fans, air compressors, controls, pumps, boilers, etc.) to ensure that items are available and in safe working condition
- Requests equipment and supplies to maintain inventory and ensure 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.) to ensure the availability of materials required at the job site

**Knowledge, Skills, and Abilities:**

- SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills 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, 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; troubleshooting/maintaining mechanical electrical, environmental systems/subsystems including control/balancing these systems; pertinent codes, policies regulations and/or laws; and blueprints and schematics



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- 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 a 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 includes 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	_____ Date
_____ Immediate Supervisor		
_____ 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.***