



POSITION DESCRIPTION ADDENDUM FOR:
HVAC Mechanic Apprentice

*The information listed under **SPECIFIC SUMMARY** and **TRAINING & QUALIFICATION FACTORS** is in addition to the information provided on the basic HVAC Mechanic position description.*

Salary Schedule Assignment: MN lane 04 (beginning lane)

SPECIFIC SUMMARY

This addendum outlines the essential qualifications, skills, and abilities required for an individual seeking to become an HVAC Mechanic. The ideal candidate should have some experience in troubleshooting, repairing, and maintaining heating, cooling, and kitchen equipment, and demonstrate the potential to progress to a journeyman level position.

Selection for this position will be based on the candidate's existing knowledge, skills, and abilities, as well as their potential to develop the required qualifications. Successful completion of the HVACR Technician program, including self-study and on-the-job training, is required for promotion to the journeyman level.

The incumbent will begin as an **HVAC Mechanic Apprentice** and will be compensated according to their current knowledge and skill level. Annual performance evaluations will assess skill development to determine if the Apprentice demonstrates a solid understanding of HVAC equipment for their experience level.

Upon successful completion of all required certifications and performance evaluations, the incumbent may be promoted to the position of **HVAC Mechanic** and placed on the appropriate journeyman pay scale.

TRAINING AND QUALIFICATION FACTORS

Must have or be in the process of receiving a “universal” HVAC Technician Certification.

Must have a basic understanding of refrigerant gauges, multimeters, and other tools of the trade to diagnose and repair HVAC equipment.

Must have a general knowledge of the refrigeration vapor compression cycle and a general knowledge of how air conditioning/refrigeration equipment operates, including reciprocating and centrifugal compressors and chillers, and ground source heat pumps.

Must have a general knowledge of current building codes, life safety codes (i.e. fire codes, OSHA, etc.) and must be able to read blueprints and wiring diagrams.

Must be able to do basic soldering and brazing with both soft solder and silver bearing types of solder and have a basic understanding of proper refrigeration piping techniques.

Must have a general understanding of cooling towers and boilers and the associated water treatment chemicals used in the maintenance of these systems.

Must demonstrate proper safety practices when working around electrical equipment or hazardous machinery.

Must have a general knowledge of both fire tube and condensing boilers used for building heating and also of domestic hot water heating systems.

Must be able to perform general HVAC maintenance including: filter, belts, bearings, motor replacement and lubrication.

Must be able to pass appropriate certification requirements.

Must be able to demonstrate an increased ability to perform the job requirements and progress through the training schedule.

HVAC Mechanic Apprentice Salary Schedule Assignment and Training Schedule

HVAC Mechanic Apprentices without approved previous experience must be actively progressing through each identified benchmark on the following training schedule. The WCSD Maintenance Director must confirm completion of the benchmark in order to annual progress through each lane of the salary schedule.

- **Lane 5 (completion of year 1):**
By the end of their first year, the individual should have obtained a universal EPA license, ideally within the first 6 months of employment. They should be familiar with the location of all equipment at each school and capable of performing all assigned preventative maintenance tasks. This includes tasks such as changing belts, filters, greasing and replacing bearings, and maintaining electrical motors. Preventative maintenance will be their primary responsibility.
- **Lane 6 (completion of year 2):**
By the second year, the individual should be able to perform basic mechanical repairs and confidently diagnose smaller issues. Additionally, they should be proficient in reading and interpreting wiring diagrams. They should also gain familiarity with the operation of Lochinvar boilers, kitchen equipment, and the functionality of chillers and geothermal loops.
- **Lane 7 (completion of year 3):**
After three years, the individual should be able to identify and understand the characteristics and operations of various systems. They should have the skills to diagnose and repair Lochinvar boilers, circulating pumps, and kitchen equipment, including walk-in freezers, coolers, and reach-in units.
- **Change to HVAC Mechanic and promotion to Lane 8 (completion of year 4):**
By the fourth year, the individual should be capable of performing a wide range of tasks related to HVAC, boiler/chiller and ground source systems across the district. They should demonstrate proficiency and confidence in areas such as troubleshooting, brazing, reading and understanding wiring diagrams and building plans, and rebuilding pumps. Additionally, they should be able to work independently in almost any situation and effectively communicate with other HVAC Mechanics in Washington County School District.

Prepared By: Maintenance Director			Date: 02/25/2025
Approved By: Assistant Director, Human Resources			Date: 03/10/2025
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	