

**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.*

**SPECIFIC SUMMARY**

This addendum is intended to identify both basic qualification knowledge, skill, and ability requirements for a motivated, individual who has had some experience, as an HVAC Mechanic, in troubleshooting, repairing and maintaining heating and cooling equipment and kitchen equipment and requirement for assignment to the journeyman level position. Selection will be based on knowledge, skill, and ability for potential to develop the following qualifications. Actual assignment to the journeyman level position will be subject to successful self-study and on the job training. The incumbent of this position will be recognized as a “HVAC Mechanic Apprentice” and will be on an appropriate pay scale based on current knowledge and skill for a period of one year. If at the end of one year this person has demonstrated the ability to satisfactorily perform all job requirements and has demonstrated an acceptable understanding and knowledge of HVAC equipment, the incumbent may be promoted to an HVAC Mechanic and may be placed on the appropriate 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 ( 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 steam and hot water boilers used for building heating and also of domestic hot water heating systems.

Must be able to pass appropriate certification requirements

Must be able to demonstrate an increased ability to perform the job requirements during a one contract year trial period.