

**Job Title:** Maintenance HVAC Apprentice

**Wage/Hour Status:** Hourly

**Reports to:** Foreman, HVAC shop

**Pay Grade:** 403

**Dept./School:** Maintenance, Buildings and Grounds

**Date Revised:** October 14, 2024

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**Primary Purpose**

Perform maintenance on refrigerated air conditioning, evaporative coolers, gas-fired heaters, and associated equipment. Make mechanical and electrical repairs by assisting HVAC personnel.

**Qualifications**

**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education  
Valid Texas Driver's License  
Valid EPA Refrigeration Recovery Certificate  
Valid Vocational School Certification or currently enrolled in a Vocational Certification Program

**Special Knowledge/Skills**

- Ability to follow verbal and written instructions
- Knowledge of basic routine maintenance and repair procedures of evaporative coolers, gas heaters and refrigeration units
- Ability to operate hand and power tools
- Ability to work independently

**Major Responsibilities and Duties**

1. Assist skilled workers with repairs and maintenance of district facilities including HVAC equipment, evaporative coolers, refrigeration units and gas-fired heaters (including electrical, plumbing, and mechanical repairs).
2. Work independently on maintenance and repairs of equipment during seasonal demand workloads.
3. Assist with preventive maintenance procedures for all HVAC equipment including changing air filters, cleaning condensers, coils, and service exhaust fans.
4. Assist in coordinating monthly activities for preventive maintenance, start-up and shut down of coolers, and gas-fired heaters.
5. Assist supervisor to coordinate lists of recommended replacement needs of equipment throughout the year.
6. Assist in planning for trucks, crews, and crane equipment companies for work schedules on new installation and replacements of coolers and associated equipment.
7. Assist Energy Manager to complete energy conservation surveys to realize the most efficient, cost-effective use of HVAC energy.
8. Assist in maintaining refrigeration equipment in accordance with EPA requirements.
9. Provide safe working conditions on job sites for electrical and mechanical precautions.
10. Provide recommendations for alterations, etc., for increased job efficiency and production.
11. Operate vehicles, tools, and equipment according to established safety procedures.
12. Perform preventive maintenance on tools and equipment.
13. Ensure that the equipment is in safe operating condition.
14. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
15. Correct unsafe conditions in the work area and immediately report any conditions that are not correctable to the supervisor.
16. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Gauges, electrical test equipment, calibration equipment, hand and power tools, welding and soldering equipment, ladders, hoists, pipe binder, pipe cutters, and refrigerant recovery equipment. Light truck or van.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Work in confined and uncomfortable workspaces; inside and outside buildings. Exposure to extreme temperatures, dust, fumes, and odors. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Exposure to mechanical, electrical, and chemical hazards. Must be able to lift forty-five pounds and over. Frequent district wide travel.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees.  
Flexible work schedule may include Saturday and Sunday as regular workdays

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230-2031; Section 504 inquiries regarding students may be referred to, at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas, al 230-2856.