

JOB DESCRIPTION

Job Title Refrigeration Boiler Repair Apprentice
Reports to Foreman/Boiler Shop
Dept/School Maintenance, Building and Grounds

Job Title Code 541130
Wage/Hour Status Non-Exempt
Pay Grade 403
Date Revised February 21, 2025

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.

Education/Certification

- High School Diploma/GED
- Valid Texas Driver's License
- Must acquire a Valid EPA Refrigeration Recovery Certificate within (6) months of employment

Special Knowledge/Skills

- Ability to communicate effectively
- Knowledge of basic routine maintenance and repair procedures of boiler, electric heaters, and refrigeration units
- Ability to follow verbal and written instructions
- Ability to operate hand and power tools
- Ability to work independently

Experience

- Not Required

Major Responsibilities and Duties

1. Assist skilled workers with repairs and maintenance of district facilities including heating equipment, refrigeration units and electric heaters (including electrical, plumbing, and mechanical repairs).
2. Work independently to assist with maintenance and repairs of equipment during seasonal peak workloads.
3. Assist with preventive maintenance procedures for all heating equipment including changing air filters and cleaning coils.
4. Assist with coordinating monthly activities for preventive maintenance, start-up and shut down of boilers and electric heaters.
5. Assist supervisor to coordinate lists of recommended replacement equipment throughout the year.
6. Assist in arranging 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 energy.
8. Assist in maintaining refrigeration equipment in accordance with EPA requirements.
9. Provide for safe work 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 work area and immediately report any conditions that are not correctable to supervisor.
16. Perform other duties as assigned by supervisor.

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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

- Working in tiring and uncomfortable positions outside and inside. 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 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by Board of Trustees

Flexible work schedule may include Saturday and Sunday as regular workdays

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 with a copy.

Employee: _____
Date: _____

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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 oficial de 504 al, 230-2856.