



HVAC APPRENTICE JOB DESCRIPTION || REV JANUARY 2023

SUMMARY

Under the supervision of the HVAC Technician installs, repairs, and services heating, cooling, and ventilating systems by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.

- Assist Technician to install HVAC equipment such as condensers, air handlers, package units, and compressors.
- Assist Technician to install duct work, drain lines, line sets, and control wire.
- Service HVAC equipment to include replacing motors, fan blades, capacitors, electrical disconnects / electrical whips, charging AC units with refrigerant, and troubleshoot electrical controls.
- Pass electrical wire through conduit, splice wire connections, and tape wire.
- Assemble prefabricated sheet metal components.
- Lubricate fans, motors, and control units.
- Clean work area, machines, tools, and equipment.
- Perform other routine duties as necessary.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each Essential Duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

Basic knowledge of HVAC Systems and three to six months related experience and / or training; or an equivalent combination of education and experience. (Experience is preferred, but not required.)

LANGUAGE ABILITY

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers or employees of organization.

MATH ABILITY

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to manage problems involving several concrete variables in standardized situations.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

While performing the duties of this position, the employee is regularly exposed to Arizona outdoor weather conditions and:

- Occasional wet or humid conditions (non-weather)
- Extreme cold (non-weather)
- Extreme heat (non-weather)
- Work that is near moving mechanical parts
- Work in high, precarious place
- Risk of electrical shock
- Exposure to fumes or airborne particles
- Frequent toxic or caustic chemical exposure
- Usual moderate noise levels

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to communicate effectively.

The employee must be able to:

- Regularly lift and /or move up to 25 pounds
- Frequently lift and / or move up to 50 pounds
- Utilize close, distance, peripheral, depth perception, and focus adjustment vision
- Stand, walk, stoop, kneel, crouch, crawl, sit, climb, and balance on sometimes uneven surfaces
- Use hands to finger, handle, or feel
- Reach with hands and arms

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Alliance Plumbing Service & Repair, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.