

NEW CASTLE COUNTY GOVERNMENT

Number 0735

Page 1 of 2

CLASS SPECIFICATION

Date 06/15/12

Title: HEATING, VENTILATION AND AIR CONDITIONING
(HVAC) APPRENTICE

Approved:

Valencia J. Seafey

GENERAL STATEMENT OF DUTIES: Performs a variety of unskilled and semi-skilled HVAC tasks relating to the maintenance, repair and installation of HVAC equipment and systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists skilled HVAC journeypersons and participates in on-the-job and classroom training. This employee performs work as a trainee/apprentice in the maintenance, repair and installation of HVAC equipment and systems. As experience and training are gained, more responsible assignments are given, some of which are performed independently. Once fully trained, an employee in this class is expected to be capable of performing journeyman level work in the HVAC trade. An employee in this class works under the close supervision of a HVAC journeyman.

EXAMPLES OF WORK: (Illustrative only)

- Assists skilled HVAC journeypersons by supplying materials, equipment, and tools as needed;
- Performs less difficult or routine installations and repairs of HVAC equipment;
- Participates in on-the-job and classroom training in the occupational hazards and safety precautions of the HVAC trade;
- Participates in on-the-job and classroom training in the practices, methods, tools, materials and equipment of the HVAC trade;
- Participates in on-the-job and classroom training in HVAC theory and terminology;
- Reads and draws simple electrical sketches;
- Performs physical inventory of materials;
- Observes, compares, or monitors data to determine compliance with prescribed operating or safety standards;
- Operates calibrated instruments to measure electrical current and voltages;
- Monitors the energy management systems and makes necessary adjustments as required;
- Draws, interprets and reads graphic instructions such as blueprints, schematic drawings, layouts, or other visual aids;
- Installs and replaces thermostats and minor HVAC control devices;
- Operates power driven machinery (such as roto-hammers, bandsaws, drill presses or welders);
- Uses common hand tools, such as hammers, saws, screwdrivers, or similar tools;

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Page 2 of 2

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- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to meet all requirements of the State of Delaware HVAC Apprenticeship program. Good math aptitude; ability to work safely; ability to lift heavy objects (50 pounds or more) long distances (more than 20 feet); ability to make continuous or repetitive movements; ability to bend or stoop; ability to work in small areas; ability to work at heights greater than ten feet (for example, working in a bucket truck or on a ladder); willingness to perform heavy manual and sometimes routine work for an extended period under varying weather conditions; ability to work cooperatively with others; ability to understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS: This is an entry level classification which requires no prior experience or special training. Must be at least eighteen (18) years of age; possession of high school diploma or GED is required to participate in the HVAC Apprenticeship program.

ADDITIONAL REQUIREMENTS: Continuing employment depends upon satisfactory progress and completion of a prescribed four year apprenticeship training program, during which the progress of each apprentice is periodically evaluated. Employment may be terminated if an apprentice does not progress satisfactorily in either the classroom training or performance on the job. Possession of a valid Delaware Class D driver's license or its equivalent is required. Must pass a Class II County physical examination and background check; must perceive the full range of the color spectrum (example: working with electrical wires).

History of Revisions:
Established: 06/15/12