



Job Description

Job Title: HVAC Apprentice

JTC: T15

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

An entry level position which performs preventive maintenance, and installs the HVAC system, diagnosing and repairing problems, or replacing components or the entire system.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of methods, materials, tools, safety practices and equipment used in the heating, ventilation and air conditioning (HVAC) maintenance trade. Understand of HVAC and refrigeration principles and their application to the maintenance, repair and installation of HVAC and refrigeration equipment, systems, and devices. Ability to understand blueprints, technical manuals, charts and schematics.

Ability to use of testing equipment used in checking, testing and analyzing HVAC systems. Able to install, maintain, and repair a variety of HVAC equipment. Ability to operate and maintain a variety of equipment and tools.

Ability to establish and maintain cooperative work relationships with coworker and clients. Able to maintain accurate records and reports on completed assignments.

Able to estimate the scope of a project, costs, materials and timelines required to complete assignments. Ability to analyze, diagnose, and repair system malfunctions. Able to observe safety requirements and safe work practices and methods as required.

Able to perform preventive maintenance, site surveys, installations, and modifications as needed or requested by clients and coworkers. Ability to provide quality customer service.

PYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have



the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma and plus one (1) year of experience. Requires a valid driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in preventative maintenance, operation and helps maintains and repairs HVAC equipment, and assist HVAC technician to ensure that all equipment is working properly and in compliance with established departmental service and maintenance standards.

Using a variety of hand and power tools, following blueprints or engineering specifications, to mount, assemble, troubleshoot and repair units. Reads and interprets data from a computerized HVAC/energy management system, charts, gauges, dials and thermostats; makes adjustments or repairs to appropriate equipment and instruments.

Works with team to install new HVAC equipment, follow maintenance schedules, log work accomplished, and interact with building-based personnel to ascertain problems and locations of needed work. Works in a team-based environment to share information and workload while ensuring all assigned work orders are completed.

Assists in performing HAZMAT/safety inspections; maintenance of logs, records, and signing of fire extinguisher tags. Assists in repairing and installing HVAC electrical and pneumatic components such as motors, compressors and heat pumps.

Cleans work area/shop upon completion of jobs and keeps a record of work performed. in servicing products and equipment on assigned projects and ensuring customer satisfaction. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.