

## **Killeen Independent School District Job Description**

**Job Title:** HVAC Apprentice  
**Department:** Plant Services  
**Reports To:** HVAC Mechanic  
**FLSA Status:** Non-exempt

### **SUMMARY**

Assists HVAC mechanics engaged in installing, repairing, and maintaining heating, air conditioning, ventilation, and refrigeration systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Gathers materials, tools, and supplies to be used at work site.

Furnishes HVAC mechanic with materials, tools, and supplies.

Cleans work area, machines, tools, and equipment.

Performs other duties as may be assigned by the HVAC Mechanic, Lead HVAC Mechanic, or Supervisor for Maintenance Services.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job 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 and/or EXPERIENCE**

High school diploma or general education degree (GED). Experience in HVAC preferred.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to learn HVAC technical information. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess current drivers license.

**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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.

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

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles. The noise level in the work environment is usually moderate.

**Prepared By:** John Paradice, Auxiliary Staffing Specialist  
**Prepared Date:** February 1, 1999  
**Reviewed/Revised By:** Tom Schatte, Professional Standards Administrator  
**Reviewed/Revised Date:** August 16, 2004

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