

Class Code: 019
City of Anaheim
Class Specification

Classification:
APPRENTICE HVAC MECHANIC

Definition: Under close supervision, learns to install, maintain, and repair heating, ventilating and air conditioning systems.

Essential Job Functions:

Performs routine preventative maintenance on heating, ventilating and air conditioning and refrigeration equipment, including visual inspections, cleaning, changing filters and lubricating bearings.

Assists in diagnosing and troubleshooting malfunctions.

Tests and maintains chemicals in cooling tower water.

Installs and replaces heating, ventilating, air conditioning and refrigeration equipment in City facilities.

Assists in repairing electric, electronic, pneumatic and mechanical malfunctions of heating, ventilating, air conditioning and refrigeration equipment and controls in City facilities.

Attends training in accordance with the apprenticeship program.

Performs related duties as required.

Job Related Qualifications:

Ability to: Follow verbal and written instructions; learn the HVAC trade; learn new principles and retain information; participate in the apprentice program and learn all applicable safety requirements, and establish and maintain effective working relationships.

Physical Requirements: Use both hands, arms and legs, stoop, bend and lift up to 100 pounds, climb ladders,

License and/or Certification Required: Possession of or ability to obtain a valid California Driver's License by date of appointment.

Supervision Received: Works under the technical supervision of a Lead HVAC Mechanic who makes assignments and periodically reviews work.

Career Ladder Information: Successful completion of the apprenticeship program may lead to journey level status as HVAC Mechanic.

NOTE: Must be available to work seven (7) days per week, two shift schedules. Provide own hand tools.

NOTE: The above statements are intended to describe the general nature and levels of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 3/86 - M. Nash & Company
Revised 3/89 - L. Harvey
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