



Job/Position Description

HVAC Apprentice

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, three references, and your salary requirements. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applications are received.
- The position begins as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: HVAC Apprentice

POSITION'S OPERATING GROUP: Plant Operations

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: Plant Operations is responsible for maintaining and enhancing the appearance and functionality of all of the campus buildings and grounds in order to create a positive impression of our facilities among our students, employees, alumni, potential students and parents, and members of our outside communities. Plant Operations is also responsible for assisting and overseeing the design and construction of new building projects and renovations.

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: We have an immediate need for an HVAC Technician Apprentice (promotion possibility), to perform HVAC operations, maintenance, and repair services. As an HVAC Technician Apprentice, you will be primarily responsible for assisting HVAC Field Technicians in the installation and repair of environmental control systems, utilizing knowledge of refrigeration theory, control systems, pipe fitting, and structural layouts. In this position, you will establish & maintain a positive relationship with customers, vendors, and co-workers through effective oral and written communication skills via phone, computer, and face to face.

JOB'S DIRECT SUPERVISOR: John Swagerty

DATE JOB LAST REVIEWED OR ANALYZED: May 2022. Director of Plant Operations.

JOB'S EMPLOYMENT STATUS: Full-Time, Staff, Non-Exempt, At-Will.

JOB'S SALARY OR SALARY RANGE AND BENEFITS: Entry level salary for this position, with final salary to be determined at hiring based on the person's qualifications and experience. This position is eligible for full-time benefits as described by the *Employee Handbook* after 90 days of employment.

JOB INFORMATION

JOB SUMMARY: HVAC Apprentice (Promotion to lead technician possible at later date)

JOB WORKS WITH: Members of the Plant Operations staff, building managers, building occupants, and the KWU community as a whole.

JOB'S STAFF AUTHORITY: None

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: 60% working indoors in a temperature-controlled environment, 40% working outside in a variable temperature and working condition environment. Physical activities consist of approximately 60% of the time standing, walking, and approximately 40% of the time bending, lifting, kneeling, or squatting. Lifting and pushing equipment and furniture (up to 50 pounds), and other similar physical motions and activities are a usual part of the job.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: Works with cleaning and other similar toxic chemicals. Occasionally works at heights above 6 feet using ladders and scaffolding. Uses powered cleaning equipment and other similar power tools.

JOB'S EQUIPMENT: Hand and powered cleaning equipment, cleaning chemicals, phone system.

JOB'S WORK SCHEDULE: Schedule is determined by the job supervisor and is based on building and university needs. Job is subject to after-hours call out as necessary. **THIS JOB REQUIRES A HIGH LEVEL OF ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY AS FEW BACK UP SOURCES EXIST AND MISSING WORK CREATES A RIPPLE EFFECT THAT SEVERELY AFFECTS THE EFFECTIVENESS AND EFFICIENCY OF THE ENTIRE DEPARTMENT.**

JOB'S TRAVEL REQUIREMENTS: Minimal. Usually related to job errands around town.

JOB DUTIES AND PERFORMANCE MEASURES

JOB'S ESSENTIAL DUTIES: (90% of time)

HVAC Apprentice Job Responsibilities and Duties:

1. Assist with the installation of HVAC system on commercial and residential centers
2. Installing, maintaining, and repairing roof units for heating and air conditioning the units inside the residential and commercial building
3. Operate a variety of hand and power tools needed for HVAC installation
4. Cleaning and replacing the air ducts
5. Follow the instructions for picking, and delivering tools and materials, and supplies from the job site
6. Ensure the tool, material, and equipment are in good working condition
7. Complete the preventive maintenance on HVAC systems and related equipment
8. Coordinate with team members to provide excellent customer service
9. Ensure HVAC systems remain compliant with industry-standard and regulations

JOB'S OTHER DUTIES (10% of time):

1. Identify and report items needing repair to the Director of Plant Operations (doors, furniture, lights, plumbing, etc.)
2. Maintain, or request maintenance, for equipment assigned and used for housekeeping purposes.
3. Pick up and dispose of exterior trash and debris as observed.
4. Assist grounds keeping personnel with snow removal.
5. Perform monthly fire extinguisher inspections.
6. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY THE JOB'S SUPERVISOR.**

JOB'S PERFORMANCE MEASURES AND STANDARDS:

1. Periodic visual inspections and review based on APPA Published Standards-Level 2.
2. Attendance and punctuality.
3. Neat and clean appearance including university supplied shirt.
4. Work area, all storage areas, and materials safe, clean, and orderly. All cleaning supplies clearly labeled and stored.
5. Monthly formal performance evaluation.

POSITION QUALIFICATIONS

EDUCATION:

1. MINIMUM REQUIRED: Vo-Tech Degree in HVAC
2. PREFERRED: Vo-Tech Degree in HVAC

CERTIFICATIONS AND LICENSES:

1. MINIMUM REQUIRED: EPA Certification in Refrigeration
2. PREFERRED: None

WORK EXPERIENCE:

1. MINIMUM REQUIRED: Six Months in HVAC maintenance/repair
2. PREFERRED: One-Three years commercial/residential maintenance and repair

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

MINIMUM REQUIRED:

1. High school diploma or GED
2. Must possess a minimum of 6 months of experience in the similar field
3. Punctual, reliable and must have strong communication skill
4. Team player and easily approachable
5. Strong verbal and oral communication skills
6. Attention to detail, prioritization skill, and time management
7. Motivational and communication skill
8. Knowledgeable and problem-solving skill
9. Able to follow instructions
10. Physically fit and manual dexterity
11. Familiar handling all tools and equipment needed for HVAC installation and maintenance
12. Valid EPA Certification in Refrigeration
13. Minimum of a Vo-Tech degree in HVAC

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.