DEFINITION:
Under supervision, to serve as a helper or assistant in the Heating, Ventilating, Air Conditioning trade; and to do related work as required.

JOB CHARACTERISTICS:
Incumbents are assigned to work under the skilled craftsperson in the Heating, Ventilating, Air Conditioning trade; however, they may be required to help with other work as needed. Although some training and experience is expected, full journeyman proficiency is not required. Incumbents in this class may advance to a journeyman class only after promotional qualification requirements have been fulfilled. Assignment for Apprentice III must include at least 75% of time as journeyman in the Heating, Ventilating, Air Conditioning trade.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Performs a variety of repair and maintenance duties in the Heating, Ventilating and Air Conditioning trade, and refrigerators, icemakers and other cooling devices.

2. Uses the tools of the trade skillfully.

3. Works from oral and written instructions, drawings, or specifications.

4. Observes proper safety precautions.

5. Keeps tools and equipment in good condition.

6. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:
1. Standard methods, materials, and equipment used in one of the maintenance trades.

Ability to:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Use the required tools and equipment skillfully and safely.

5. Work from sketches and blueprints.
6. Keep work records.

7. Follow oral and written directions.

Certification:
1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

PROMOTIONAL QUALIFICATIONS:

Apprentice I - Entry Level Position, Range 46

Experience:
1. Basic knowledge of hand tools.
2. Demonstrates interest in position that requires mechanical aptitude highly desirable.
3. Knowledge of Heating & Ventilating tools helpful, but not required.

Education:
1. Completion of twelfth grade or equivalent.
2. Trade school courses desirable.

Apprentice II - Semi-Skilled, Range 48

Experience:
1. Two years of experience in a comparable position with another employer or successful completion of the Apprentice I requirements in the Heating & Ventilating trade.

Education:
1. Completion of twelfth grade or equivalent.

Apprentice III - Skilled, Range 52

Experience:
1. Four years of experience in a comparable position with another employer or successful completion of the Apprentice II requirements in the Heating & Ventilating trade.

Education:
1. Completion of twelfth grade or equivalent.

Apprentice III employees that meet the Journeyman Heating and Ventilating qualifications may be considered for promotion to Journeyman when a position becomes available; or at the discretion of the Director of Operations and/or Associate Director of Plant Services.

Date Approved: March 1993
Range: Level I, L-46
       Level II, L-48
       Level III, L-52
EEO-Category: H-60