

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	HVAC Technician Apprentice	<b>Job Code:</b>	95000
<b>Job Function:</b>	Staff	<b>Grade:</b>	AP4
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	7/12

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**Job Summary:**

Under general supervision from supervisor perform skilled, semi-skilled and unskilled installations. Perform repair and preventative maintenance on air conditioning, refrigeration and heating equipment. Plan, inspect, record and monitor HVAC concerns. Research concerns and order repair parts and supplies. Individuals selected are expected and must complete the University Apprenticeship Training Program. Entry grade is a 05. At time of program completion, employee will move into a Grade 09 at the certified rate.

**Essential Functions:**

10-50% Clean ducts, vents, registers, air chambers and filter screens of furnaces and air handling units. Remove dust clogged air filters and replace with clean filters. Clean filter screens using solvent. Remove dust, dirt and grime from air chamber, ducts and coils (indoor and outdoor) using techniques such as wire or fiber brushing and chemical washing.

10-50% Assist HVAC Technicians in the installation and maintenance of HVAC systems. Assist in assembling, disassembling and reassembling all types of HVAC/R systems (e.g. heating units, air conditioners, air compressors, air handlers, water circulating pumps, refrigeration units, etc.) and their components (e.g. evaporator unit) using appropriate tools. Assist in the installation of HVAC/R systems in accordance with diagrams, using hand tools, manlifts, cranes, pulleys and other such devices as directed.

15% Assist with and perform regularly scheduled preventative maintenance of heating and air conditioning equipment (e.g. clean and change filters, lubricate motors, tighten/change belts, etc) and thoroughly inspect equipment and advise supervisor of any problems.

20-30% Plan, inspect, record and monitor HVAC concerns. Research concerns and order repair parts and supplies.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications:**

Valid Ohio Driver's License.

**Experience:**

Requires a minimum of 1 year of full-time service with The University of Akron, and a satisfactory or better work and attendance record. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write, observe and accurately follow oral, written and graphic instructions required. Problem solving skills and the ability to use judgment in determining the correct course of action when troubleshooting required.

**Leadership:**

After successful completion of three years in the apprenticeship program, may provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others as assigned by Supervisor.

**Physical Requirements:**

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder, scaffolding and work on rooftops.

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise, air pollution, and heights. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.

the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

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