

COMPANY: ThermFlo, Inc.
POSITION TITLE: HVAC Service Apprentice
LABOR CATEGORY: Non-Exempt
REPORTS TO: Vice President, Service
APPROVED BY: Vice President, Service
DATE: 11-08-2018

JOB SUMMARY

The HVAC Service Apprentice assists ThermFlo HVAC Service Technicians with day-to-day activities. Through exposure to the daily tasks and with the guidance of various HVAC Service Technicians, the HVAC Service Apprentice is expected to develop the foundation of his/her understanding of HVAC equipment and of the general job responsibilities of a ThermFlo HVAC Service Technician.

ESSENTIAL RESPONSIBILITIES

- Assist HVAC Service Technicians with the following daily procedures:
 - Carry tools and/or materials to/from Service Technician's vehicle to/from work site
 - Clean, install, service, repair, maintain, and service heating/air conditioning units
 - Filter changing and maintenance
 - Oiling and greasing
 - Belt adjusting or replacement
 - Clean cooling towers, coils, evaporator and condenser tubes and water treatment equipment
 - Conduct fire watch
 - General housekeeping
 - Document work performed
- Other duties as assigned

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- **Education and/or Experience:** Requires high school diploma or equivalent. Ability to receive 10-hour OSHA certification within first week of start in this position. Ability to attend entry level school for trade.
- **Technical Skills:** Basic understanding of mechanical reasoning with the ability to correctly select and safely use various applicable hand, power, and specialty tools.
- **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 solve practical problems and prioritize work plans to complete assignments.
- **Language Skills:** Ability to listen effectively to understand the needs of coworkers. Ability to read and interpret documents. Ability to talk with coworkers. Ability to write and electronically submit reports describing work performed, and to communicate with coworkers.
- **Computer Skills:** Ability to operate MS Office to assist Technicians in completing documentation.
- **Physical Demands:** This position requires the ability to: Regularly talk or hear. Frequently stand; walk; use hands to finger, handle, or touch objects, tools, or controls; reach above shoulders; and climb or balance. Occasionally sit; and stoop, kneel, or crouch. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places. The employee is occasionally exposed to risk of electrical shock and vibration. The noise level

in the work environment is usually loud. Hours are 8:00 AM - 4:30 PM with an unpaid half hour lunch break.

- **Other Qualifications:** Must be able to provide own basic hand tools (see Apprentice Tools List). Must be able to transport self and necessary tools to potentially multiple job sites each day. Must follow safety standards when working with tools and equipment. Must be flexible in responding to changes in schedules and job priorities, and able to work individually and in a team to complete work assignments satisfactorily.

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.