

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005084
Grade 11**

**HVAC MECHANIC APPRENTICE
(Heating, Ventilation & Air Conditioning)**

DEFINITION OF CLASS:

This is beginning level and semiskilled work in an apprenticeship program during which an employee develops the knowledge, skills and abilities required to become a journey level HVAC Mechanic. Contacts are generally limited to shop employees within and outside the HVAC trade and involve receiving instructions and information. An incumbent offers limited direct service or assistance to the public.

An employee in this class participates in a formal, state-approved apprentice program, and receives frequent written and verbal instructions through on-the-job training and attendance of classes. Initially, work is frequently checked during progress and upon completion and performed under very close supervision of a journey level HVAC Mechanic. As the employee's knowledge of and skill in the HVAC trade increase, the employee is expected to perform semiskilled and limited skilled work with a view towards becoming a journey level HVAC Mechanic. Work is performed in a shop and in County Government facilities, both indoors and outside, and involves continuous standing, stooping, bending, kneeling, climbing and lifting and work performed from ladders, platforms, and scaffolding. Employees may be exposed to sudden temperature changes when working on equipment and the work usually is dirty, dusty and greasy. The nature of the work involves routine exposure to caustic chemicals, electrical hazards, contaminated water or animal waste. An employee may be required to respond to after-hours emergency calls on an infrequent basis.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs bench and shop work within capabilities and skills using hand and power tools of the trade.
- Receives formal and on-the-job instruction and training from a journey level HVAC Mechanic or supervisor to acquire and develop the knowledge, skills and abilities of the trade.
- Uses knowledge of mathematics to learn how to plan and lay out work.
- Cleans, sharpens, and otherwise maintains hand and power tools and equipment of the trade.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain satisfactory grades in classroom training and to pass written aptitude tests of classroom training.
- Ability to use the common hand and power tools and equipment of the trade.
- Ability to wear and use personal protective clothing and equipment for protection from dust, fumes, chemicals and other irritants to eyes, nose, ears, skin and respiratory system.
- Ability to prepare simple sketches and material lists.
- Ability to understand and carry out oral and written instructions in English.
- Applicant must pass a County administered test of recognition of colors commonly used in the HVAC trade.

MINIMUM QUALIFICATIONS:

Experience: No previous experience required.

Education: Graduation from high school or High School Certificate completion recognized in the State of Maryland.

Equivalency: None.

Physical Ability: Ability to frequently lift, carry and set up tools, equipment, parts and materials that weigh up to 50 pounds and to occasionally lift and carry items that weigh up to 100 pounds or more. Ability to work inside and outside where it may be necessary to work from scaffolding and ladders, on roofs, or in cramped, awkward or uncomfortable positions.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.
- Possession of an Apprentice HVAC license issued by the State of Maryland.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam.

Class Established: May 1971

Revised: July 1974

December 1984

May 1989

Classification Study: May 1991 (M)

Classification Study: October 2002 (M)

August 2013

October 2014