



## HVAC/Refrigeration Mechanic | Job Description

**Summary:** Refrigeration craftsmen install, maintain, and service heating and air conditioning (HVAC) and refrigeration systems. Often, they are called upon to service boilers and chillers. Refers work in a variety of commercial, municipal, and retail settings, and are typically assigned a service vehicle and specific set of customers. They may be called for emergency repairs, and must be professional and courteous, even in difficult customer service situations. Refrigeration craftsmen must follow and maintain detailed reports outlining work performed.

### Tasks:

- Communicate with customers regarding maintenance, repairs, product education and associated costs
- Prevent, diagnose and correct problems and/or failures in HVAC systems
- Repair condensing units and compressors
- Install and repair valves and controls
- Install and repair evaporators
- Erect equipment safely and properly for installation
- Repair refrigerant and ammonia piping
- Service heat pumps
- Reclaim refrigerant from units safely and properly during service and repair calls
- Maintain air conditioning, chillers and refrigeration units
- Maintain filters and fans
- Commission buildings by verifying mechanical systems in new buildings are functioning as planned
- Recommission buildings when adjustments to mechanical systems are needed
- Analyze, measure and maintain electrical and pneumatic control systems
- Clean up worksites and handle materials, as needed

**Work Conditions:** HVAC/R work is physically active and can be strenuous. Their work is usually indoors, occasionally they are called on to work outdoors and in unfinished sections of new buildings. It is often necessary to stand for long periods of time. Sometimes the work is in uncomfortable surroundings and in nearly inaccessible locations.

### Knowledge, Skills and Abilities of a Successful HVAC/R Apprentice:

- Apply algebraic and trigonometric mathematical equations to solve real-world problems, quickly and accurately
- Maintain accurate, detailed records and reports for job tickets, billing, and customer service
- Communicate professionally and with courtesy

- Remain composed and provide excellent customer service in routine and emergent repair calls
- Interpret blueprint drawings on paper and in computerized formats
- Comprehend abstract ideas and visualize completed projects
- Adapt to different environments or working conditions on a regular basis
- Stay updated on industry code and advancing technologies
- Safely use hand and power tools
- Lift, move or carry materials weighing at least 50 lbs. with proper ergonomics

#### **Aptitude and Temperament of a Successful HVAC/R Apprentice:**

- Arrive early and ready to work, every day
- Listen actively, and ask for assistance or clarification, when needed
- Respect peers, supervisors, and other crafts on a jobsite, in the classroom, and in the community
- Work on a team or individually, as the project requires
- Handle stressful situations that could be emergent in nature
- Show initiative: self-start projects, plan steps, and stay ahead of tasks
- Demonstrate a willingness to try tasks and take direction from others

#### **Instruction Requirements:**

- Abide by all policies outlined in the Apprenticeship Handbook, annual program orientation, and state program standards
- Respect instructors, coordinators, office staff and peers
- Communicate with coordinators, instructors and office staff to insure accurate, positive information regarding progress is always on hand
- Maintain a “B” or 3.0 grade point average in every class
- Complete and turn in monthly evaluations on time

#### **Industry Requirements:**

- Follow contractor policies and adhere to the procedures outlined in the Collective Bargaining Agreement between United Association Local 32 and the Mechanical Contractors Association of Western Washington
- Arrive early and ready to work; provide proper and advance notification to supervisor if sick
- Stay on task, follow directions, and ask for assistance when needed
- Maintain a respectful work environment with peers, journeymen, and supervisors
- Maintain Washington State Electrical Trainee card, and earn 06A Electrical License