

POSITION DESCRIPTION, Form 30 – STATE: Commonwealth of Massachusetts		POSITION TITLE CODE		
1. POSITION TITLE: Apprentice I		AGENCY University of Massachusetts Amherst		
2. APPROPRIATION/AGENCY CODE	POSITION No.	REQUISITION No.	SALARY	DATE PREPARED
3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES				
<p>Performs project and maintenance work commensurate with the training and experience of an Apprentice Level I. Works with journeyman personnel to acquire practical experience in the skills of the HVAC controls and refrigeration trade. Attends assigned classes to acquire training, instruction and information related to an Apprentice Level I approved program. Performs related work as required.</p>				
4. SUPERVISION RECEIVED				
<p>Receives direct supervision from an Institutional Maintenance Foreman and/or a journeyman who provides instruction and guidance, assigns work and reviews performance for effectiveness and conformance to instructions..</p>				
5A. DIRECT REPORTING STAFF		5B. THEIR STAFF		
None		None		
6. DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES				
<ol style="list-style-type: none"> 1. Attends training and instruction classes, on own time, up to a maximum of approximately 150 hours annually as required by the Apprenticeship Level One Program in which enrolled. 2. Works with tools and equipment of the trade under the immediate direction of the journeyman assigned for apprenticeship shop work training. 3. Maintains necessary records and prepares requested reports in connection with apprenticeship. 4. Maintains all assigned equipment and working areas in neat, clean and orderly condition; used prescribed safety equipment and follows safety rules. 5. Must be willing to wear and utilize confined space equipment and willing to take annual pulmonary function test. 6. Drives small trucks and vans from reporting area to various campus buildings to perform assigned work. 7. Performs all duties under the direction of a journeyman or supervisor. 				

7. QUALIFICATIONS REQUIRED AT HIRE (List knowledge, skills, abilities)

1. Must present acceptable Apprentice Qualifications as required by the Apprenticeship Standards, as registered with the Massachusetts Department of Labor and Industries (MDLI), Division of Apprenticeship Training.
2. Must be accepted by the MDLI after having been selected by the UMA Apprenticeship Committee in accordance with apprenticeship standards.
3. Must possess sufficient potential mental and physical ability to insure that after completion of the full term of apprenticeship, the individual will qualify as a fully prepared, experienced journeyman and be able to obtain any type of HVAC/Refrigeration license required.
4. Ability to perform arduous tasks and work in hot, dirty and cramped surroundings.

8. QUALIFICATIONS ACQUIRED ON THE JOB (List knowledge, skills, abilities)

Must develop skills and knowledge from experience and training in the HVAC Controls and Refrigeration trade work process:

1. 2000 hours of on the job training under the guidance of a supervisor or journeyman .
2. 150 hours of classroom training on HVAC Controls and Refrigeration subjects.
3. Basic work rules and safety training
4. Skill and knowledge in building HVAC and refrigeration control systems including pneumatic/electric, electronic, electro-mechanical.
5. Skill and knowledge in absorption, centrifugal and reciprocal chillers and their related components.
6. Skill and knowledge necessary to install, troubleshoot and maintain building control systems and chiller systems.
7. Skill and knowledge to interpret blueprints, schematics, elementary diagrams, logic diagrams associated with HVAC and refrigeration systems.
8. The ability to coordinate various trades in a harmonious manner in order to complete multi-trade tasks.
9. Working knowledge of the hazards and safety precautions peculiar to the HVAC Controls and Refrigeration trades.

9. MINIMUM ENTRANCE REQUIREMENTS

1. Must meet age minimum/maximum requirements of 18 and not over 50 years old.
2. Shall be able to physically perform the work required.
3. Must be a high school graduate or equivalent literacy. Must attain a minimum score of 70 in the evaluation procedure.
4. Must enter into an Apprenticeship Agreement with the University of Massachusetts Amherst requiring 8000 hours of apprentice work tasks and 600 hours of approved classroom instruction.

10. LICENSE OR CERTIFICATION REQUIREMENTS

1. Must have a current, valid Massachusetts Class D Drivers License.

SIGNATURE OF APPOINTING AUTHORITY

TITLE

AGENCY

University of Massachusetts Amherst

PREPARED BY

INITIALS OF INCUMBENT

DATE

INITIALS OF SUPERVISOR

DATE