

**ASSISTANT HEATING, VENTILATING, AIR CONDITIONING (HVAC) SERVICE
ENGINEER TRAINEE**

Code No. 4-14-211
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a training position in which the employee works with a trained engineer and develops skills to independently repair, install, and service HVAC systems. Upon successful completion of a two (2) year training period which includes completion of any four (4) of the HVAC certificate program listed below*, the employee is promoted to Assistant HVAC Service Engineer without further testing. Employees who do not successfully complete the two (2) year training period will be removed from the position. The employee reports directly to, and works under the direct supervision of a HVAC Service Engineer or other higher level staff member. Does related work as required.

*Basic Refrigeration Theory
Air Conditioning Theory
Heating Systems
Commercial Air Conditioning and Heat Pumps
Electric and Motor Controls
Introduction to Technical Mathematics
Preparatory Physics

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Attends in-service education classes;

Requisitions materials and supplies for repairs;

Learns to perform the following:

Assists in the installation and servicing of boilers, air condition systems, air compressors, pneumatic systems, duct work and computer hardware for control systems;

Assists in the repair of steam and hot water leaks, motors, pumps, steam traps, air handling units and all other HVAC equipment and components;

Performs preventive maintenance activities to HVAC equipment by changing oil filters, belts, bearings, etc.;

Assists in the testing and treating of water used in air conditioning systems in order to prevent growth of fungi and bacteria;

Keeps operating logs for all HVAC equipment as assigned.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of HVAC systems including electrical, refrigeration, boiler and heat pump; working knowledge of types of equipment and appropriate lubricants; working knowledge of preventive maintenance and servicing needs of systems; working knowledge of mechanical principles; working knowledge of possible dangers to health and safety relating to areas such as asbestos, insulation wastes, and chemicals; working knowledge of resources for safety information; ability to learn to assist in the installation of boilers, ducts, air conditioning systems, wiring, and piping; ability to learn to read warranty specifications, blueprints, installation manuals, maintenance manuals, wiring and piping schematics, flyers and technical books; ability to add, subtract, multiply, and divide as used in mathematical formulas; ability to relate mechanical principles to problems; mechanical ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: September 8, 2005

REVISED: March 7, 2013