

## HVAC Apprentice

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the supervision of the Assistant Manager of Mechanical Engineering, an HVAC Apprentice performs skilled work in the maintenance and repair of heating, ventilating, and air conditioning (HVAC) systems. An employee in this class, with general technical and administrative supervision from an assigned supervisor, troubleshoots, repairs, and maintains HVAC systems while working with an experienced HVAC Technician. An HVAC Apprentice must be actively enrolled in an Apprenticeship Program registered with, and approved by, the Maryland Apprenticeship and Training Council (MATC) in accordance with laws and regulations established by the State of Maryland's Department of Labor (DOL).

The Apprentice Program provides employees the opportunity to complete a combination of formal classroom instruction and on-the-job training to enhance the career growth of its enrollees. A written agreement between HCPSS and the employee must be completed prior to enrollment in the Apprenticeship Program. The Apprenticeship Program will be funded by the HCPSS.

The HVAC Apprentice who successfully completes classroom course work, on the job training as well as a passing score on both a written and hands-on practical exam, will advance to an HVAC Technician position with HCPSS.

### **ESSENTIAL POSITION RESPONSIBILITIES**

The following list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

- Perform complex work involving troubleshooting, investigation, and repair of HVAC equipment and automatic temperature controls with the assistance of an HVAC Technician. Duties include, but are not limited to, interpreting instructions, drawings, and specifications; testing and calibrating equipment and systems; and recharging air conditioning systems with refrigerant.
- Perform preventive maintenance of HVAC equipment with the assistance of an HVAC Technician. Duties include maintaining and repairing water circulating pumps, cooling towers, air compressors, air handling units, and rooftop units.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

**Education:** High school diploma or GED equivalent.

Minimum age of 18 years old.

### **PREFERRED QUALIFICATIONS**

- Prior or current coursework that aligns with HVAC equipment and systems.
- Two years of paid experience in HVAC maintenance work, or graduation from a high school vocational technical program with an emphasis on HVAC systems.

### **LICENSURE**

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record.
- Current chlorofluorocarbon (CFC) certification or possession of CFC certification within 6 months of hire.

### **PRE-EMPLOYMENT PHYSICAL**

- The person selected for this position must meet all requirements of the physical examination.

### **EMPLOYEE SAFETY:**

- The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to their particular job. The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that may be hazardous to employees, students, or staff members assigned to the building.
- The employee is responsible for the safety and maintenance condition of their assigned vehicle.

### **SPECIAL REQUIREMENTS**

Current High Schools Seniors will be considered for the position, but any offer of employment will be contingent upon obtaining the required diploma. Proof of possession of the required diploma must be submitted by June 20<sup>th</sup>, 2023.

Must complete an Apprenticeship Program registered with and approved by the Maryland Apprenticeship and Training Council (MATC) in accordance with laws and regulations established by the State of Maryland's Department of Labor (DOL). The Apprentice Program provides employees the opportunity to complete a combination of formal classroom instruction and on-the-job training to enhance the career growth of its enrollees. A written agreement between HCPSS and the employee must be completed prior to enrollment in the Apprenticeship Program. The Apprenticeship Program will be funded by the HCPSS.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum (and preferred) qualifications will receive further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation

for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade VII on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale, \$20.71-\$36.34 per hour. Actual placement will be in accordance with the salary procedures of the HCPSS and the AFSCME Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the HCPSS.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (e.g., resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts  
Recruitment Specialist  
(410) 313-1521  
[laurie\\_watts@hcpss.org](mailto:laurie_watts@hcpss.org)

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.