

## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>AIR-CONDITION APPRENTICE</b>
<b>TYPE OF VACANCY:</b>	<b>STAFF</b>
<b>REPORTS TO:</b>	<b>AIR-CONDITION SUPERVISOR/SENIOR AIR-CONDITION TECHNICIAN</b>
<b>DEPARTMENT:</b>	<b>PHYSICAL PLANT DEPARTMENT</b>
<p><b>SUMMARY:</b> The Air-Condition Apprentice is responsible for assisting the Air-Condition Technician with the installation, maintenance, repair, construction, assembling, laying out and modification of the air condition and refrigeration systems.</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b> The position of Air-Condition Apprentice is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Assist air-condition technician in the installation, repair and maintenance of air-condition and refrigeration trade equipment, fixtures and components;</li> <li>➤ Perform semi-skilled and unskilled laboring duties related to the installation, maintenance and repair of a wide variety of air-condition systems/fixtures and equipment;</li> <li>➤ Break up concrete or other material, using air hammer or other tool to facilitate installation, construction or repair of air-condition and refrigeration equipment;</li> <li>➤ Disassemble defective air-condition and refrigeration fixtures, components, equipment, replace defective or worn out parts and reassemble equipment using the appropriate tool and procedure;</li> <li>➤ Examine air condition and refrigeration fixtures/components/equipment for loose connections and broken insulation and tighten or fasten connections using electrical and/or hand tools;</li> <li>➤ Work from ladders, scaffolds and roofs to install, construct, maintain or repair air-condition related fixtures;</li> <li>➤ Punch time clock upon arrival and departure;</li> <li>➤ Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas, move furniture and equipment as necessary;</li> <li>➤ Excavate trenches or cut holes for installation of conduit or other support systems;</li> <li>➤ Perform manual labor including shoveling, digging, sweeping, lifting materials, etc.</li> <li>➤ Keep records of assignment and produce work reports as required;</li> <li>➤ Keep records of material received and used;</li> <li>➤ Attend seminars recommended by supervisor/management;</li> <li>➤ Attend meetings called by supervisor/management;</li> <li>➤ Undertake continued training as required, to meet the changing needs of service, client and industry;</li> <li>➤ Comply with the Physical Plant Department Safety Standards;</li> <li>➤ Communicate verbally with staff members, administrator and other contact persons;</li> </ul>	

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- Keep supervisor informed of potential problems or unusual events;
- Respond to inquiries and concerns in a timely fashion;
- Follow maintenance and cleaning schedule;
- Clean work area and maintain air-condition room, tools and equipment including vehicle assigned;
- Follow training/study program prepared and recommended by the Department.

### QUALIFICATIONS AND EXPERIENCE:

- Five (5) passes at BGSCE level including English Language and Mathematics or Arithmetic with “C” grades and above, OR one pass at GCE “O” level and at least a pass at “C” level or above in BGCSE English Language and Mathematics or Arithmetic, AND demonstrated aptitude for the craft;
- Should be familiar with safety guidelines involving discipline (OSHA); **OR**
- Heating, Ventilation, Air conditioning and Refrigeration (HVAC/R) Certificate and at least two (2) years of proven relevant work experience.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Manual dexterity with excellent balance to work on scaffolding, ladders etc.
- Ability to follow instructions given by supervisor/management or designate.
- Good communication and reasoning skills;
- Good analytical and problem solving skills;
- Ability to follow attendance, punctuality and department dress code.

### PHYSICAL/ENVIRONMENTAL/WORK REQUIREMENTS

#### Must be able to:

- Stand or walk for long periods of time during the regular work day; use arms and hands to reach for, handle and manipulate objects;
- Lift and carry materials weighing up to 50lbs to 100lbs, climb up and down ladders, work at heights and other climbing devices while carrying tools and other equipment;
- Work while in stooped, kneeling, crouched and crawling positions;
- Will be required to operate power tools;
- Perform assigned tasks under all types of environmental conditions;
- Always wear identification badge on campuses;
- Comply with department’s safety standards.

**SUBMISSION OF MATERIALS:** Interested applicants submit the following documents *electronically* as indicated below:

- A cover letter for interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Relevant Qualifications and Certificates;
- At least three (3) written professional references.



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<b>ADDRESS:</b>	
<b>Email:</b>	<a href="mailto:hrapply@ub.edu.bs">hrapply@ub.edu.bs</a>
<b>Attn:</b>	Vice President, Human Resources
<b>Subject:</b>	Air Condition Apprentice
<b>SALARY SCALE:</b>	\$19,600 x \$400 - \$26,800
<b>SALARY GRADE:</b>	TS-1
<b>DATE PUBLISHED:</b>	October 21, 2019
<b>APPLICATION END DATE:</b>	November 1, 2019
<b>DATE TO BE REMOVED:</b>	November 2, 2019
<i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Air Condition Apprentice.</i>	