

POSITION ANNOUNCEMENT

JOB TITLE	AIR-CONDITION APPRENTICE
TYPE OF VACANCY	STAFF
REPORTS TO	SUPERVISOR, AIR-CONDITION UNIT
DEPARTMENT	PHYSICAL PLANT DEPARTMENT
SUMMARY: 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.	
DUTIES & RESPONSIBILITIES: The position of Air-Condition Apprentice is required to perform a variety of tasks including but not limited to the following: <ul style="list-style-type: none"> ➤ Keep record of assignment and produce work reports as required; ➤ Keep record of material received and used; ➤ Attend seminars recommended by supervisor/management; ➤ Attend meetings called by supervisor/management; ➤ Undertake continued training as required, to meet the changing needs of services, to client and industry; ➤ Comply with the Physical Plant Department Safety Standards; ➤ Communicate verbally with staff members, administrator and other contact persons; ➤ 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; ➤ Assist air-condition technician in the installation, repair and maintenance of air-condition and refrigeration trade equipment, fixtures and components; ➤ 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; ➤ Break up concrete or other material, using air hammer or other tool to facilitate installation, construction or repair of air-condition and refrigeration equipment; ➤ Disassemble defective air-condition and refrigeration fixtures, components, equipment, replace defective or worn out parts and reassemble equipment using the appropriate tools and procedures; ➤ Examine air condition and refrigeration fixtures/components/equipment for loose connection and broken insulation and tighten or fasten connections, using electrical and/or hand tools; ➤ Work from ladders, scaffolds and roofs to install, construct, maintain or repair air-condition related fixtures; 	

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- Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas, move furniture and equipment as necessary;
- Excavate trenches or cut holes for installation of conduit or other support systems;
- Perform manual labor including shoveling, digging, sweeping, lifting materials, etc.;
- Perform related duties and responsibilities as required by the supervisor or their designate.

KNOWLEDGE, SKILLS & 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;

REQUIREMENT:

- Clock in upon arrival and departure at the end of the shift; (Device located in the Physical Plant's Office).

QUALIFICATIONS:

- 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.

Email Information:

Interested applicants should send the following via email:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- At least three (3) names of or 3 written professional references;
- Evidence of educational accomplishments.

Incomplete application packages will not be considered.

Emailing Address:

Email: hrapply@ub.edu.bs
 Attention: Vice President, Human Resources
 Subject: **Air-Condition Apprentice**

Salary Grade	TS-1
Date Published	March 21, 2022
Application End Date	April 1, 2022
Date to be Removed	April 2, 2022

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.