JOB DESCRIPTION

| Title | APPRENTICE REFRIGERATION MECHANIC |
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| Reports To  |  |

**Job Purpose**

The Apprentice Refrigeration Mechanic will assist in assembling, installing, servicing, and repairing industrial, commercial, and domestic refrigeration in homes, shops, factories, office buildings, and hospitals. The Apprentice will join the Heating, Ventilation, and Air-Conditioning Industry with a degree in air conditioning and refrigeration (HVAC).

To complete the training requirements of an Apprenticeship or Traineeship you will:

* Respect the terms and conditions of the Training Agreement
* Ensure that the training plan is completed on schedule
* Enrol in and participate in vocational training; complete theory-based tests and demonstrate your abilities through competency-based examinations to the best of your ability
* Ensure compliance with health and safety and company procedures.

**Duties and Responsibilities**

* Install, maintain, and repair a wide range of refrigeration systems and equipment.
* Perform errands, transport and distribute supplies, equipment, and tools.
* Ensure that equipment and tools are cleaned and organized.
* Participate in shop safety training in the HVAC/Refrigeration industry.
* Ensure that the workplace is free of hazards and is in an orderly and safe condition.
* Identify flaws and potential improvements in refrigeration systems through testing and inspection.
* Perform basic HVAC/Refrigeration system installations.
* Become familiar with devices including valves, systems, and pumps.
* Analyze, understand, and comply with technical documentation pertaining to HVAC/Refrigeration equipment and systems installation and removal such as blueprints, schematics, and specifications.
* Submit a work plan to a journey level HVAC/Refrigeration Mechanic for approval before beginning work.
* Recommend to journey level HVAC/Refrigeration Mechanics the work of others in the maintenance and repair of HVAC/Refrigeration systems.
* Connect supply lines, air ducts and vents, refrigeration piping, and pumps.
* Additional related duties as required.

**Core Competencies**

* Strong organizational and planning skills
* Analyzes and synthesizes information to understand issues, identify options, and make appropriate, and timely solutions
* Excellent communication skills
* Must remain calm in the face of multiple competing priorities
* Exceptional customer service skills are necessary
* Ability to accept constructive feedback and apply the feedback to their duties
* Excellent mechanical and diagnostic skills

**Key Qualifications**

* High School Diploma or General Education Degree required
* Post-secondary participation in the refrigeration field an asset
* Ability to read and interpret blueprints and compliance schematics
* Previous customer service experience preferred
* Knowledge of health and safety work procedures an asset

**Working Conditions**

* This position involves travel and occasional work in outside variable work conditions
* The standard workweek for this position is [insert #] hours. The standard business hours for this position are [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required
* This position requires working overtime on short notice or without notice to meet customer and client needs
* This position is subjected to high pressure due to work volume, numerous competing demands, and time sensitive schedules and goals
* Possibility of lifting large objects, up to XX lbs.
* Ability to sit, stand, bend, or crouch as needed for repairs