

# LOCAL 13 RECRUITMENT INFORMATION SHEET - 2024

We will be accepting Applications on the following dates:

Recruitment Dates: 1<sup>st</sup> Tuesday of every month  
From 9:00 a.m. to 11:00 a.m. & 1:00 p.m. to 3:00 p.m.

**NOTE: All tests MUST be turned in at 11:00am (morning session)**  
**OR 3:00pm (afternoon session). NO EXCEPTIONS!!!!**

Jan. 2<sup>nd</sup>, Feb. 6<sup>th</sup>, March 5<sup>th</sup>, April 2<sup>nd</sup>, May 7<sup>th</sup>, June 4<sup>th</sup>,  
July 2<sup>nd</sup>, Aug. 6<sup>th</sup>, Sept. 3<sup>rd</sup>, Oct. 1<sup>st</sup>, Nov. 5<sup>th</sup>, and Dec. 3<sup>rd</sup>, 2024

**1850 Mt. Read Blvd., Rochester, NY 14615**

## Plumber/Steamfitter/HVAC Service

This is to inform you that the Plumbing & Heating Joint Apprenticeship and Training Council of Rochester, UA Local #13 has agreed to post notice of accepting applications for Apprenticeship Opportunity.

A brief description of a ***Plumber Apprentice*** assists the Plumber in the following areas: Assembles, installs and repairs pipes, fittings and fixtures of heating, water and drainage systems; per specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installation. Cuts and threads pipe cutters, cutting torch and pipe threading machine.

A brief description of a ***Steamfitter Apprentice*** assists the Steamfitter in the following areas: Lays out, fabricates, assembles, installs and maintains piping and systems, fixtures and equipment for steam, hot water, heating cooling lubricating sprinkling and industrial processing systems.

A brief description of an ***HVAC Apprentice*** assists the HVAC Service Mechanic in the following areas: May assist in installation of Heating and Air Conditioning systems. Assembles and installs variety of piping for air, ammonia, gas and water systems. Works on electrical installation and wiring for HVAC equipment, switches and controls. Also recovery of refrigerant gasses (CFC Certified). Start test and balance air or water systems.

## **JURISDICTION**

The geographical area covered by the Plumbers and Pipefitters Local #13 consists of the City of Rochester and following Counties: Allegheny, Genesee, Livingston, Monroe, Orleans, Ontario, Seneca, Yates, Wayne and Steuben.

### **Minimum Requirements for Application:**

1. Must have a high school diploma or GED;
  2. Must fill out the application in person;
  3. Must pass math test without using a calculator;
  4. Must appear for an interview on scheduled date.
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**FURTHER INFORMATION CAN BE OBTAINED BY THE NYS DEPARTMENT OF LABOR ~ DIVISION  
OF EMPLOYMENT SERVICES OR THE ABOVE ADDRESS  
THIS IS EQUAL OPPORTUNITY EMPLOYMENT**

### **IF YOU ARE ACCEPTED FOR A PROBATIONARY APPRENTICESHIP, YOU WILL BE REQUIRED TO:**

1. Serve as a probationary apprentice for a period of 1 (one) year;
2. Serve a 5-year Apprenticeship, including the probationary period;
3. Report for work on a regular basis, when work is available;
4. Provide for your transportation to and from the job site;
5. Work under the direction of a Journeyman on the job site and perform duties satisfactory;
6. Attend related classes regularly and maintain an acceptable average in those classes;
7. Abide by all rules and regulations of the J.A.T.C.;
8. Must be at least 18 years of age at the time of application;
9. Must be legally eligible to work in the USA;
10. Submit a legible High School diploma with transcript of grades **or** GED;
11. Submit copy of valid Driver's License;
12. Must be a resident for one year in the geographic jurisdiction of Local #13;
13. Submit proof of a good health physical - You must be physically able to perform the work required, consisting of climbing, heavy lifting (in excess of 80 lbs. on occasion), confined areas, heights (includes ladders, lifts and scaffolds), working inside or out doors, in industrial plants, institutions, commercial buildings and power plants.
14. Upon a bona-fide employment offer the applicant must furnish legible proof of the above which will include transcripts from any other educational program that you have asked us to consider. Any Military transfer, educational or discharge information that you have asked us to consider.
15. The applicant must pass a physical examination at the expense of the Sponsor and will be subjected to a drug test.

## **CONTINUOUS POLICY NOTICE UA LOCAL #13 J.A.T.C.**

Continuous recruitment means that your position on the Rank List is not permanent. Your Rank number *may change* depending on future applicant evaluations. The ranking selection is based on education, interest, attitude and personal traits. We are in full compliance with the Affirmative Action and Equal Employment Opportunity practices. This list is what is used to pick the years apprentice appointments. These appointments are chosen in rank order from the top of the blended list. Individuals who ranked high on the first list, may not be ranked as high on the blended list. Other better qualified candidates may be identified in the second group, and when the two groups are blended, they are entitled to a ranking based solely on their evaluated qualifications. Your name will remain on this list for a two-year period; from the time of interview. If you choose to, you may re-apply when the application process is open.

The following answers to commonly asked questions:

- The Apprentice is expected to attend school for 3 hours a night, 2 nights a week from September to the end of April.
- Any school that is missed will be made up regardless.
- If you miss three nights, you are brought before the JATC Board for disciplinary action.
- Pay raises for Apprentices are granted every year providing the Apprentice meets his/her school and work obligations and performance objectives.
- The geographical area of Local 13's jurisdiction spans from Lake Ontario to the North and the Pennsylvania border to the South. To the West is about halfway to Buffalo, to the East is about half way to Syracuse.
- You must have reliable means of transportation to get to work anywhere in this jurisdiction.
- More information can be found at [www.ualocal13.org](http://www.ualocal13.org)

### **Career Description**

The general description of the Pipe Trades is the installation and maintenance of piping and equipment as it relates to plumbing, heating, HVAC, refrigeration and system controls. The tasks that are done daily can be varied from the installation of underground sewers to the welding of exotic metals to starting up sophisticated temperature control systems. There are tasks that are varied but require the same skills such as math, measuring, layout and planning. Almost all construction work requires physical exertion sometimes it can be strenuous. Dexterity with you hands is an asset. The expectation that an employer has of his workers is that the work is installed correctly the first time in a timely fashion.

### **Career Leads**

What might stir someone's interest in the Pipe Trades is knowing someone who is connected with the construction industry maybe a plumber or pipefitter who offers some career advice. Some go to trade schools or college to learn some fundamentals of the trade. Some people are looking for jobs that there is the opportunity to work with your brain and hands.

## **Getting Started**

The best place to get started at the trades is to get one of the temporary jobs that are available when construction is at its peak. By experiencing the daily work regimen, you can determine if you would like the work and if you're physically capable of handling the job.

## **Training and Related Education**

Besides working a full-time job (on the job training) apprentices are required to attend evening school two nights a week from September to May. Courses are mostly trade focused and you must successfully complete the schoolwork in order to pass to the next level. Science and math are integrated throughout the five-year apprenticeship training. We do not discriminate on the basis of race, creed, color, national origin, age, disability or marital status.

## **Helmets to Hardhats**

The New York State Department of Labor Apprenticeship Training Unit actively supports the Helmets to Hardhats initiative by encouraging apprenticeship sponsors throughout the State to participate in the program to the maximum extent feasible. The Apprenticeship Training Unit will lend whatever assistance is necessary to help sponsors ensure the success of the Helmets to Hardhats program and is excited about the potential this program has to expand interest in careers in the trades. With a large number of skilled laborers reaching retirement age and leaving the workforce, particularly in the building and construction trades, this program will help to fill the shortfall of workers in those trades.

Candidates that have received Honorable Discharge from U.S. Military service should register for the program at [www.helmetstohardhats.org](http://www.helmetstohardhats.org), then review the current apprenticeship openings and follow the procedures for applying for those positions or call (866) 741-6210 for assistance.

The New York State Department of Labor is excited about the potential this program has to expand opportunities in careers in the skilled trades for all qualified veterans.

## **Veterans in Piping (VIP)**

Military and Veterans who have completed a military technical training school, or participated in a registered apprenticeship program, or completed military technical training school in a recognized apprenticeable occupation may be given direct entry into the apprenticeship program.

The program Sponsor will evaluate the military training and on-the-job learning experience received for the granting of appropriate credit on the term of apprenticeship and the appropriate wage rate.

Military and Veterans who successfully complete all requirements and graduate from an UA VIP accelerated training program can be directly entered into an apprenticeship program.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such request at the time of application and furnish such records, affidavits, and other requirements to substantiate the claim.

Entry of Military and Veterans will be done without regard to age, race, color, religion, national origin, or sex.