

## **PLUMBER**

### **Purpose Statement**

The job of Plumber was established for the purpose/s of designing, installing, maintaining, repairing, alterations, and upgrading of plumbing systems and equipment of Natrona County School District (NCSD); and responsible for all plumbing work accomplished throughout NCSD by licensed staff, and pulling permits when necessary.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see "Education" on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

This job reports to Supervisor - Mechanical Trades

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### **Essential Functions**

- Informs supervisor regarding procedures and/or status of work orders (e.g. changes in building codes, reports deficiencies, technical support/training, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects plumbing systems and their components (e.g. water heaters, boilers, fire sprinklers, pumps, drains, chlorinators, kitchen equipment, etc.) for the purpose of ensuring safety and overseeing necessary repairs and providing an ongoing program of preventive maintenance.
- Installs plumbing system components (e.g. all water, sewer, venting, boilers, control systems for gas, heating systems, hot/steam water, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains vehicle, tools and equipment for the purpose of ensuring the availability of items and work areas are clean and safe in accordance with accepted standards.
- Operates heavy equipment (e.g. trucks, trailers, etc.) for the purpose of completing a job when such equipment is required.
- Prepares written materials (e.g. building plans, requests for permits, repair status, work orders, estimates, safety logs, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs plumbing systems and/or components (e.g. bathroom/locker room fixtures, swimming pool fixtures, kitchen appliances, water heaters, fire sprinklers, water lines, disposals, etc.) for the purpose of complying with U.P.C., City, County and Natrona County School District policies, regulations and ensuring that items are available and in safe working condition.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Attends meetings for the purpose of receiving and/or conveying information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades (power and hand tools, etc.); adhering to safety practices; handling hazardous materials; and operating standard office equipment using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools, equipment used in the installation, troubleshooting and repair of plumbing systems and components; safety practices and procedures; and knowledge of computer diagnostic systems applicable to plumbing systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 55% walking, and 30% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience** Job related experience within specialized field is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Journeyman Plumber's License  
Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Back Flow Re-certification

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

11/8/2010

**Salary Grade**

Classified 65

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_