



JULY 2009
FLSA: NON-EXEMPT

PLUMBER

DEFINITION

Under general supervision, performs skilled work in the installation, maintenance, and repair of plumbing systems and fixtures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Utility Maintenance Supervisor. Exercises no supervision of staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This is a skilled trades-worker classification that is responsible for performing installation and repairs on plumbing systems at the District to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety for District and public use. Incumbents in this class may also assist other trades on an as needed basis. Incumbents are expected to work independently and exercise judgment and initiative, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other skilled trades-worker classifications in that it is assigned to plumbing maintenance and repair. This class is further distinguished from the Utility Maintenance Worker classification in that the latter performs lower-level and less complex maintenance and repair work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Makes installations and repairs of general plumbing systems and fixtures; installs, maintains and repairs various types of heating units and systems; installs water piping, sewer mains, and laterals, and repairs various types of heating units and systems.
- Repairs and replaces pipes, valves, fittings, ball-cocks, and other fixtures; cuts and threads pipe; packs faucets; repairs water supply, waste, sewage, and drainage pipes; wipes and flushes joints; cleans out drains and removes obstructions from water and sewer systems.
- Maintains and repairs sprinkler systems and performs gas and electric welding.
- Checks water levels of and makes adjustment to boilers.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Ensures the proper care and maintenance of tools and equipment; recommends and requisitions equipment and supplies.
- Responds to District and public complaints and inquiries regarding facilities and buildings plumbing.
- Records and maintains work and material records.

- Estimates amounts of materials and labor.
- Assists other District employees with various projects including carpentry, plumbing, and auto repair, as well as other maintenance areas by performing skilled, semi-skilled, and unskilled duties.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of District plumbing systems and fixtures.
- Applicable plumbing codes and regulations.
- Application, maintenance, and safe operation of specific tools used in the plumbing trade.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Perform skilled plumbing installation, repair, and maintenance work.
- Skillfully and safely operate a variety of light equipment and power and hand tools used in making plumbing repairs.
- Troubleshoot plumbing problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommend purchases.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn, apply and explain applicable District policies, rules and regulations related to areas of responsibility.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of experience in skilled-level plumbing maintenance and repair work. A certification as a qualified plumber journeyman from an approved institution is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.