

District Plumber

REPORTS TO: Director of Maintenance

QUALIFICATIONS:

1. High school diploma or GED; at least six years verifiable experience in the plumbing field preferred
2. Demonstrates interest in an aptitude for work to be performed
3. Ability and desire to grow professionally
4. Performs work in a professional manner
5. Is conscientious in maintaining assigned paper work and records, including time card accuracy; purchase order requisitions, daily reports, as required
6. Willing to work overtime

PRIMARY PURPOSE:

To help provide a better physical learning environment that is safe and attractive for all students and personnel in the district.

TERMS OF EMPLOYMENT: Noncontractual (At-will); Manual/Trades Pay grade: 5; Estimated 243 days; estimated 8 hours daily Wage/Hour Status: Nonexempt

MAJOR RESPONSIBILITIES AND DUTIES:

1. Plans and schedules daily assigned work orders (prepare materials needed and equipment required). Maintain work orders in proper priorities.
2. Survey large or questionable jobs with coordinator.
3. Survey safety devices and equipment on a regular basis. Keep equipment and tools in a clean and safe condition, including shop and/or work areas.
4. Maintain truck in an operational condition by checking oil, transmission, water, battery, brake fluid, power steering fluid, and tire pressure on a daily basis; report any problems (in writing) to the mechanic shop or coordinator. Maintain the truck organized and reasonably clean.
5. Provides complete and accurate information concerning work assigned and/or completed to the dispatcher and/or coordinator.
6. Observes and practices all safety rules and requirements pertaining to hazardous chemicals, asbestos containing materials (ACM), and environmental hazards.
7. Performs according to job requirements concerning climbing ladders, scaffolds, and platforms in order to do work, including roof tops of multi-story buildings.
8. Ability to do required lifting and carrying of reasonable loads of at least fifty (50) pounds.
9. Complies with directions and instructions from supervisor and performs other tasks and assumes such responsibilities as may be assigned.
10. Maintains positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrates team work in daily activities.
11. Is prompt, timely, and thorough in completing assignments and attending to details accurately and efficiently.
12. Meets attendance standards and complies with notification procedures for absences.
13. Provides complete and accurate information in the conduct of district business.
14. Maintains confidentiality in the conduct of district business.
15. Complies with district policies, as well as state and federal laws and regulations

EQUIPMENT USED: Manual and power tools necessary to perform plumbing tasks. Ability to operate back-hoe and trenching machines.

WORKING CONDITIONS:

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Must possess good physical dexterity and have the ability to perform manual tasks and body movement including climbing, lifting, reaching, stooping, bending, walking, standing, and carrying. Ability to lift fifty (50) pounds. Works outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals and materials; slippery or uneven walking surfaces; work on ladders; work in ditches/excavations; work on top of and underneath single story and multi-story buildings; work alone.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.