

## JOB DESCRIPTION

Job Title: **Plumber, Master**  
 Job Family: **Operations and Maintenance**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **January 2011**

FLSA Status: **Non-Exempt**  
 Pay Range: **24**  
 Work Year: **248 days**

**SUMMARY:** Coordinate, execute, maintain, repair and install all types of plumbing equipment, domestic water systems, sewer systems, and related devices. Perform preventative maintenance (PM) programs, inspections and repairs; respond to emergency plumbing calls and maintain and repair all natural gas services including valves. Must have Master Plumber License.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

| Job Tasks Descriptions  | Frequency      | % of Time   |
|---|----------------|-------------|
| 1. Coordinate, troubleshoot, repair, inspect and maintain plumbing equipment including, but not limited to, faucets, lavatories, toilets, flush valves, sinks, water heaters, drinking fountains, domestic water heaters and boilers, garbage disposals, backflow devices, valves and water meters. | D              | 40%         |
| 2. Perform preventative maintenance inspections and repairs in district facilities including, but not limited to, domestic water systems and related devices and sanitary waste drainage.   | D              | 10%         |
| 3. Repair or replace water lines, domestic recirculation lines, and sewer lines.  | D              | 10%         |
| 4. Respond to emergency plumbing calls such as clogged drains, broken water lines, frozen pipes, gas odors and possible gas leaks. Evaluate situation and take proper corrective action.  | W              | 10%         |
| 5. Install new plumbing fixtures including, but not limited to, sinks, commodes, urinals, faucets, drinking fountains, garbage disposals, domestic water heaters and related devices.   | W              | 10%         |
| 6. Provide labor and material estimates related to plumbing for small remodel projects. Coordinate inspections for contractor performed work in renovations and new construction projects.  | M              | 2%          |
| 7. Maintain and repair all natural gas services including valves.   | M              | 5%          |
| 8. Recommend repair needs to potentially eliminate ongoing and future repairs.  | D              | 2%          |
| 9. May assist other trades with piping and repair issues.   | M              | 5%          |
| 10. Winterize facilities (i.e. stadiums)  | Ongoing        | 1%          |
| 11. Perform other duties as assigned.   | Ongoing        | 5%          |
|   | <b>TOTAL =</b> | <b>100%</b> |

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses resulting in Master Plumbers License.
- Five or more years of experience in related trade. Experience as maintenance and repair technician in public sector is preferred.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license with acceptable Motor Vehicle Record required.
- Valid Colorado Master Plumber License required for hire.
- Backflow Prevention Certification preferred at hire, required within 3 months of entering position.
- Asbestos Training

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to perform math computations needed in trade.
- English language skills.
- Personal computer and keyboarding skills.

- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Thorough knowledge of plumbing codes and regulations. Ability to read blue prints.
- Must demonstrate proficiency in area of certification prior to advancement to this level.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of general plumbing repair and maintenance equipment and efficient use of repair parts and tools required for hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                        | POSITION TITLE   |                |
|------------------------|--|----------------|
| <b>Reports to:</b>     | Director of Operations & Maintenance and Plumber, Lead |                |
|                        | POSITION TITLE   | # of EMPLOYEES |
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities.   |                |

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES:                | Amount of Time |           |            |          |
|-------------------------------------|----------------|-----------|------------|----------|
|                                     | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                               |                |           | X          |          |
| Walk                                |                |           | X          |          |
| Sit                                 |                | X         |            |          |
| Use hands to finger, handle or feed |                |           |            | X        |
| Reach with hands and arms           |                |           |            | X        |
| Climb or balance                    |                | X         |            |          |
| Stoop, kneel, crouch, or crawl      |                |           |            | X        |
| Talk                                |                |           |            | X        |
| Hear                                |                |           |            | X        |
| Taste                               | X              |           |            |          |
| Smell                               |                |           | X          |          |

| WEIGHT and FORCE DEMANDS: | Amount of Time |           |            |          |
|---------------------------|----------------|-----------|------------|----------|
|                           | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds           |                |           |            | X        |
| Up to 25 pounds           |                |           |            | X        |
| Up to 50 pounds           |                |           | X          |          |
| Up to 100 pounds          |                | X         |            |          |
| More than 100 pounds      | X              |           |            |          |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |                |           | X          |          |
| Analyze              |                |           |            | X        |
| Communicate          |                |           |            | X        |
| Copy                 |                | X         |            |          |
| Coordinate           |                |           | X          |          |
| Instruct             |                | X         |            |          |
| Compute              |                | X         |            |          |
| Synthesize           |                | X         |            |          |
| Evaluate             |                |           |            | X        |
| Interpersonal Skills |                |           | X          |          |

| MENTAL FUNCTIONS: | Amount of Time |           |            |          |
|-------------------|----------------|-----------|------------|----------|
|                   | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compile           |                | X         |            |          |
| Negotiate         |                | X         |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) |                |           | X          |          |
| Work near moving mechanical parts     |                |           | X          |          |
| Work in high, precarious places       |                |           | X          |          |
| Fumes or airborne particles           |                |           | X          |          |
| Toxic or caustic chemicals            |                | X         |            |          |
| Outdoor weather conditions            |                |           | X          |          |
| Extreme cold (non-weather)            |                | X         |            |          |
| Extreme heat (non-weather)            |                | X         |            |          |
| Risk of electrical shock              |                | X         |            |          |
| Work with explosives                  |                | X         |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             |                | X         |            |          |

| VISION DEMANDS:   | Required |
|---|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) | X        |
| Peripheral vision   | X        |
| Depth perception  | X        |
| Ability to adjust focus                                   | X        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     | X              |
| Loud         |                |
| Very Loud    |                |