



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Plumber
SCHOOL/DEPARTMENT	Maintenance
SALARY	Salary Grade 67 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday or as scheduled; must be available on-call
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Plumber performs difficult work in the maintenance, repair, modification and installation of plumbing fixtures in school buildings and facilities. Work involves performing a variety of repair or replacement functions related to plumbing, minor electrical work related to hot water heaters, wiring of well pumps and disposals. Employee must exercise independent judgment and initiative in performing assigned duties. Perform technical work planning as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the common practices, tools and terminology of the plumbing trade
- Thorough knowledge of the use and characteristics of common plumbing equipment
- Thorough knowledge of the hazards and safety precautions associated with the plumbing trade
- Demonstrated skill in the use of tools and equipment
- Ability to work from sketches, drawings, plans or specifications

- Ability to follow oral and written instructions
- Ability to ensure assigned automotive equipment is operated and maintained as outlined the applicable district policies and procedures
- Ability to plan and supervise the work of others as necessary
- Ability to establish and maintain effective working relationships with associates

EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma or GED
- Considerable plumbing experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess NC Plumbing license
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles
- Must possess or be able to hold applicable licensure or certification to operate heavy equipment, fork lifts, pick up and dump trucks, etc.

PREFERRED QUALIFICATIONS:

- Master Plumber's card
- Supervisory experience
- Backflow Certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise, when assigned, the installation, repair and maintenance of water, plumbing and heating systems.
2. Assume the role of supervisor or designee in the absence of the lead Maintenance supervisor; to include planning, scheduling, assigning, and supervising the activities of plumbers
3. Provide information for reports and charts concerning worker utilization and job time rates
4. Maintain high work standards, production control, job priorities and schedule preventative maintenance
5. Repair and replace broken water lines; un-stop sewer lines and drains; clear commode and sink drains
6. Perform maintenance and installation functions associated with all water system equipment
7. Measure, cut, thread, and assist in assembling and installing pipes and tubing
8. Replace and repair hot water tanks; repair garbage disposals; repair circulating pumps; replace
9. booster heaters, gas hot water heaters, and gas pipes
10. Repair shower valves, shutoff valves, fountain coolers, and mixing valves
11. Ensure the safe and efficient operation of fixtures, apparatus, and other elements of water
12. Distribution
13. Maintain and repair water wells and water towers, including obtaining water readings; file all
14. necessary reports with the State
15. Maintains and repairs wastewater facilities, including sand filter systems and lift stations; provide all necessary reports required by the State
16. Request, maintain and be responsible for the inventory and accountability of material, tools,

17. repair parts and equipment assigned and issued for use
18. Inventory all tools and equipment yearly and submit results via the appropriate supervisor(s) to the Director or Assistant Director
19. Responsible for having a thorough working knowledge of the department's work order system and the document flow associated with that system
20. Must have thorough knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, and other departmental procedures developed and implemented
21. Make sketches for plumbing layout and determine types and quantities of materials necessary
22. Determine time and cost estimates for plumbing jobs
23. Aid in obtaining materials necessary to complete the job
24. Assist staff, as necessary, with more difficult and complex projects
25. Assist skilled workers of related trades in general plumbing maintenance work
26. Maintain plumbing tools and equipment
27. Perform other duties as assigned by the Director of Maintenance or Assistant Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered heavy physical work requiring the exertion of up to 100 pounds of force. Must be physically able to operate a variety of equipment and machinery including ditchers, jack hammers, hammer drills, saws, shovels, probing rods, and various plumbing tools, etc. Must be physically able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*