

## **PLUMBING/MAINTENANCE WORKER**

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### **Purpose Statement:**

The job of Maintenance Worker/Plumbing is done for the purpose/s of maintaining plumbing systems; identifying repair/replacement needs necessary to maintain equipment and systems; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

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### **Essential Functions**

- Coordinates with requesting department and other trades for the purpose of completing projects and work orders efficiently and minimizing disruption of classes.
- Diagnoses malfunctions of plumbing systems and/or components for the purpose of identifying repair/replacement needs necessary to maintain equipment and systems.
- Inspects district owned facilities on a regular basis for the purpose of ensuring that a preventive maintenance program is in place.
- Installs plumbing systems and related equipment (e.g. fixtures, pipes, drains, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains tools, supplies and/or equipment for the purpose of ensuring the availability of items and equipment is in safe operating condition.
- Prepares documentation (e.g. cost estimates, service records, requisitions, etc.) for the purpose of providing written support and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Repairs various items, systems and/or components (e.g. boilers, heating/ventilating/air conditioning equipment, pipes, valves, fittings, irrigation systems, etc.) for the purpose of providing renovation and preventive maintenance of heating/ventilating and plumbing systems.
- Replaces various items and/or systems (e.g. sinks, toilets, basins, washers, pipes, valves, fittings, etc.) for the purpose of maintaining a safe and comfortable environment for students and staff.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Assists other trades as may be required for the purpose of supporting them in the completion of their work activities.

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

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

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in plumbing including boilers, sewer cleaning equipment, pipe threading machine, electrical meters, etc.; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and equipment used in plumbing installation, alteration and repair work; pertinent building codes; safety practices and procedures

ABILITY is required to schedule 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 independently work with others in a wide variety of circumstances; analyze 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 diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often 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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and some hazardous conditions.

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

**Education** High School diploma or equivalent.

**Required Testing**

- Pre-Employment Drug Screening
- Pre-Placement Physical Exam
- Pre-Employment Proficiency Test

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability

**Clearances**

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

**Continuing Educ./Training**

None Specified

**FLSA Status**

Non Exempt

**Approval Date**

8/10/16

**Salary Grade**

Clsfd 28