

Maintenance Foreman - Plumber

Purpose Statement

The job of Maintenance Foreman - Plumber is done for the purpose/s of maintaining plumbing systems to provide comfort, sanitation and safety within facilities; meeting appropriate trade related accessibility codes for students, staff and the public; meeting other building safety and health codes; ensuring adequate materials are available for timely completion of job functions; assisting other skilled trades; and directing assigned workers.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Supervisor

Essential Functions

- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Designs new plumbing systems for the purpose of ensuring local and State Codes are observed and systems operate in a safe manner.
- Diagnoses problems and/or failures in plumbing, irrigation and boiler systems for the purpose of identifying activities necessary to maintain equipment and systems.
- Estimates materials and equipment needed to complete work projects for the purpose of ensuring timely completion of projects and/or preparing bid specifications.
- Inspects facilities and completed work for the purpose of ensuring quality of work standards are met and providing ongoing program of preventative maintenance.
- Installs plumbing systems and fixtures (e.g. hot water heaters, drinking fountains, fire sprinklers, back flow devices, water lines, sewer lines, etc.) for the purpose of providing comfort, sanitation and safety within facilities.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Orders equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Prioritizes and organizes work for the purpose of ensuring that there are workers and materials on the project site when needed and work is completed in a timely manner.
- Renovates plumbing systems for the purpose of complying with building codes and meeting accessibility/functionality requirements of students, staff and the public.
- Repairs irrigation systems, pipes, pumps, and/or motors for the purpose of ensuring local and state codes are observed and systems operate in a safe condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Supervises personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.

- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in plumbing trade; planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; and safety practices and procedures.

ABILITY is required to schedule a number of 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 work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a wide variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing supervision and guidance while communicating with diverse groups; adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; tracking budget expenditures. Utilization of 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, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Evidence of Insurability, Journey Plumbers License

Valid Driver's License

Contractor's License.

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt