

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PLUMBER I MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled plumbing work in the maintenance and repair of plumbing systems, equipment, and fixtures. 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. Simple problems are resolved by the employee with more complex problems referred to superiors. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to a Plumber II and/or Plumber Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in repairing and replacing broken water lines; un-stops sewer lines and drains; clears commode and sink drains.

Assists in performing maintenance and installation functions associated with all water system equipment.

Measures, cuts, threads, and assists in assembling and installing pipes and tubing.

Replaces and repairs hot water tanks; repairs garbage disposal; repairs circulating pumps; replaces booster heaters, gas hot water heaters, and gas pipes.

Repairs shower valves, shutoff valves, fountain coolers, and mixing valves.

Ensures the safe and efficient operation of fixtures, apparatus, and other elements of water distribution.

Maintains and repairs water wells and water towers, including obtaining water readings; files all necessary reports with the State.

Maintains and repairs wastewater facilities, including sand filter systems and lift stations; provides all necessary reports required by the State.

Request, maintain and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.

Inventory all tools and equipment yearly and submit results via the appropriate supervisor(s) to the

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Director for consideration.

Responsible for having a general working knowledge of the departments work order system and the document flow associated with that system.

Must have general 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.

Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, preferably with some vocational training in plumbing and utility work, and some experience in water utility maintenance; or any equivalent training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: 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. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional,

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structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read correspondence, work orders, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare simple reports, activity logs, forms, etc. according to prescribed formats.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of plumbing systems, equipment, and fixtures.

General knowledge of approved plumbing methods, practices, code requirements and safety standards.

Working knowledge of the tools and equipment used in the installation and repair of plumbing systems and equipment.

Some knowledge of the occupational hazards and safety precautions of plumbing work and other trades required of the position.

Some knowledge of the maintenance requirements of plumbing and related equipment.

Ability to use and care for hand and power tools and equipment necessary to perform plumbing installation and repair tasks.

Ability to follow oral and written instructions.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.