

## **PLUMBER (NON-LICENSED) MAINTENANCE WORKER**

### **Qualifications:**

1. 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.
2. Valid Idaho Driver's License.
3. Must have working knowledge and skills of the plumbing trade.
4. Minimum three (3) years of experience in plumbing industry, preferred.
5. Ability to install, maintain, and repair plumbing systems and equipment.
6. Have a working knowledge of plumbing equipment, tools, test equipment and materials necessary to complete plumbing fabrication, installation and maintenance of District facilities.
7. Ability to read plumbing drawings and understand plumbing symbols is preferred but not required.
8. Must be physically capable of performing assigned tasks.
9. Must have the ability to work alone and complete assigned tasks in a timely manner.
10. Must have effective communication skills.
11. Must have the ability to work with district staff, students, patrons and outside vendors.
12. Must have basic computer skills and knowledge of Microsoft software.
13. Ability to operate a computer and smart phone.
14. Capable of lifting up to 50 pounds.

**Reports to:** Maintenance Supervisor

**Supervises:** N/A

### **Job Goals:**

To provide maintenance and installation of plumbing systems necessary to maintain the District buildings and facilities.

### **Essential Duties and Responsibilities:**

1. Installs, maintains, and repairs plumbing systems, fixtures, water heaters, water softeners, commercial dishwashers, grease traps and other plumbing equipment.
2. Establishes and maintains a collection of tools and equipment required to perform the duties of a plumber.
3. Ability to operate heavy equipment for maintaining underground plumbing systems is preferred but not required.
4. Determines necessary steps to complete work order requests as directed by the Maintenance Supervisor.
5. Estimates time and materials needed for assigned tasks. Reads plans, blueprints and sketches when necessary for construction or remodeling projects.
6. Trouble-shoots problems with plumbing systems and takes steps for correction action.
7. Purchase necessary materials, supplies, and stock items to provide proper systems operations.
8. Examines District-owned facilities on a regular basis for purposes of preventative maintenance and safety.

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9. Completes plumbing portion of projects as directed by Maintenance Supervisor.
10. Informs the Maintenance Supervisor of any systems or equipment upgrades and/or replacements now or in the future.
11. Local, State, and National Buildings Codes must be followed in the performance of this position.
12. Works in harmony with District staff, students, and patrons.
13. Ability to respond to emergency conditions that may arise and require attention at any hour of the day or night.
14. Ability to operate snow removal equipment and participate in snow removal events as required.
15. Ability to understand and receive instruction.
16. Maintains high standards of behavior and confidentiality.
17. Has regular and predictable attendance.

**Other Duties and Responsibilities:**

Performs all other duties as assigned.

**Terms of Employment:**

**This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.**

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position is scheduled for 40 hours per week, 250 days per year. Monday through Friday is considered to be the normal workweek. Salary to be determined by the Maintenance Salary Schedule as adopted by the Board of Trustees.

**Evaluation:**

Performance of this position will be evaluated annually by the Maintenance Supervisor in accordance with Board policy.

**Physical Demands/Work Environment:**

The physical demands described here 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.

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MAINTENANCE

FLSA Status – Non-exempt

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While performing the duties of this job, the employee is regularly required to stand; walk; sit; have sufficient hand, arm and finger dexterity; stoop, kneel, crouch, or crawl; talk or hear. The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

Reviewed 3/25 Revised 4/26

NOTES:

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference: I.C. § 33-512 Governance of Schools  
I.C. § 33-1210 Information on Past Job Performance

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