



JOB TITLE: Apprentice - Plumber
DATE REVISED: December 18, 2023
REPORTS TO: Coordinator of Plumbing
DEPARTMENT/CAMPUS: Facility & School Services: Maintenance
PAY GRADE/DUTY DAYS: MT5, 240
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

This position is responsible for assisting in the maintenance, repair, and installation of plumbing systems, services, and equipment for the District in order to assist in providing for the safe condition and operation of all plumbing fixtures and systems within the District's facilities.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**Plumbing:**

1. Reads and interprets schematics, blueprints, manuals, and other technical drawings.
2. Repairs, replaces, or installs plumbing within the District.
3. Inspects lift stations, as assigned.
4. Operates tools, equipment, and machinery in accordance with prescribed safety procedures.
5. Diagnoses and repairs lift stations, including necessary plumbing, electrical, electronic and/or pump repairs.
6. Maintains District swimming pool equipment and water quality.
7. Assists in the repair and maintenance of kitchen equipment and laundry equipment.
8. Assists in the repair of irrigation systems to include drains.
9. Works with outside contractors, as needed.
10. Performs other ad-hoc repairs, as needed.
11. Assists other personnel, as needed.
12. Transports various items including, without limitation, tools, equipment, and supplies, to specified job location to carry out assigned tasks.
13. Operates equipment including, without limitation, District vehicles, electric carts, electric power lifts, and use of ladders.

Compliance:

14. Performs all assigned work activities in accordance with standard procedures and protocols established by the department and District, and in accordance with applicable standards, procedures, protocols, practices, codes, and requirements as set forth by regulatory and governing entities including, without limitation, Texas Education Agency.
15. Demonstrates and maintains relevant and up-to-date working knowledge and understanding of requirements and standards relevant to, and required of, the job function.
16. Monitors respective work activity for variances and anomalies.
17. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
18. Assists with audits and the preparation for audits, whether initiated internally or externally, as assigned.
19. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

20. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
21. Assists department leadership in the compilation of miscellaneous confidential reports, as needed.

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22. Attends departmental and organizational meetings, as required.
23. Participates in continuing education programs and related activities to maintain proficient understanding and working knowledge relevant to the job function and trade.
24. Displays integrity, responsibility, accountability, teamwork, and ethics.
25. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
26. Demonstrates proficient working knowledge and understanding in the proper usage of tools, equipment, and materials necessary for carrying out all essential duties and responsibilities of the job function.
27. Demonstrates general basic working knowledge and understanding of Microsoft Excel, Word, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as mobile systems and applications relevant to the job function.
28. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- Active, In Good Standing, and Duly licensed Texas Plumbing Apprentice license by the Texas Board of Plumbing Examiners
- Valid and active Texas Driver's License

CORE KNOWLEDGE, SKILLS & ABILITIES:

Continuous Improvement – Ensures work meets or exceeds standards, as well as identifies and implements ways to make job tasks or processes more efficient.

Cooperation – Works effectively with others in order to achieve a shared goal.

Time Management – Budgets, schedules, and manages own time to fulfill priorities effectively and efficiently.

Detail Oriented – Pays close attention to all the small particulars when working on a task or project, and submits projects of high quality with little to no errors.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, standing, or walking for prolonged periods of time, as well as frequent balancing, stooping, kneeling, crouching, and/or crawling, jumping, climbing ladders and stairs, working in confined spaces, in high dangerous places, near moving mechanical parts, as well as frequent carrying, pushing, pulling, dragging, or holding medium to heavy weight objects of up to 50 lbs. This position will regularly work within both an indoor climate controlled setting, as well as an outdoor non-climate controlled setting with occasional to frequent exposure to extreme temperatures, inclement weather conditions, dust, fumes, and odors, as well as occasional to frequent exposure to mechanical, electrical, hazardous chemical agents and related hazards, as well as potentially hazardous bodily fluids. This position requires frequent operating of a motor vehicle on public roadways commuting to various facilities within the District, and will be required to periodically work irregular hours, and without advance notice.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____

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