

**Lead Plumber
New Hanover County Schools**

Job Description

Class: Classified

Dept.: Maintenance Operations

TITLE: Lead Plumber

- QUALIFICATIONS:**
1. High school degree or equivalent.
 2. Five years of progressive experience in a commercial and/or industrial setting.
 3. Five years of progressive experience in the repair, replacement, or construction of piping systems; or an equivalent combination of education and experience.
 4. Knowledge of methods and skills in the use of plumbing equipment, materials and tools.
 5. Valid Plumber's license or Journeyman's card preferred.
 6. Valid North Carolina driver's license required.

REPORTS TO: HVAC/Plumbing Foreman

JOB GOAL: To perform all levels of plumbing work in the installation, maintenance, modifications and repairs of air, gas, water, steam, and waste disposal systems. Act as a Lead for the Plumbing Shop.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules and procedures as required by Maintenance Operations and New Hanover County Schools.
2. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.
3. Assist with coordination of routine plumbing needs, setting priorities, and handling more complex assignments.
4. Research equipment and material needs and assist in the preparation of estimates, reports and requisitions as needed.
5. Provide guidance and technical assistance to others. Give clear and concise instructions.

6. Serve in the absence of the Foreman.
7. Generate and complete assigned work orders.
8. Responsible for completing all data where applicable for closing work orders daily.
9. Check materials and supplies to ensure sufficient amounts are on hand.
10. Cut, thread, assemble and install pipes; connect valves; caulk joints; and test finished job by allowing water to flow through.
11. Install gas, water, steam and sanitary fixtures and equipment with their supports, hangers or foundations.
12. Assemble lead pipe sections and fittings and hang or lay them in position.
13. Analyze defects or malfunctions in the plumbing systems; eliminate leaks by repacking valves or replacing faulty fittings or sections in lines; replace worn parts and perform similar duties necessary to correct the problem.
14. Assist with entering/closing work orders for the Shop and processing requisitions.
15. Meet all schedules and deadlines in a timely fashion.
16. Willing to be on-call in case of emergency.
17. Perform related duties and responsibilities as requested by the Director of Maintenance Operations or Foreman.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 69

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to understand and carry out broad verbal and written instructions.
- Demonstrate considerable knowledge and skill in the use of a variety of tools, materials and equipment used in the performance of plumbing work.
- Demonstrate considerable knowledge of the methods and techniques used in trade.
- Ability to read and work from plans, blueprints and sketches.
- Ability to maintain accurate records and plan and organize work.

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- Demonstrate functional knowledge of the applicable building codes and specifications.
- Demonstrate functional knowledge of the safety precautions of the plumbing trade.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to lift, carry, push or pull weights up to 75 pounds.