

**Plumbing Foreman**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Maintenance Operations**

**TITLE: Plumbing Foreman**

**QUALIFICATIONS:**

1. High school degree or equivalent.
2. Five years' experience in performing the range of journeyman level tasks associated with the plumbing trade or an equivalent combination of education and experience.
3. Valid North Carolina plumbing license (P-1)
4. Valid North Carolina driver's license.

**REPORTS TO:** Skilled Trade Section Supervisor

**JOB GOAL:** To plan and supervise the installation maintenance, and repair of air, gas, water, steam, backflow preventers, and waste systems.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follows all rules and procedures as required by Maintenance Operations; ensures plumbing staff follow departmental procedures and New Hanover County Schools' policies.
2. Communicates with contractors on various projects to ensure they achieve quality work in a timely manner.
3. Communicates with New Hanover County Schools' staff and provides feedback to staff regarding status of work orders.
4. Instructs plumbing staff in the techniques and procedures employed in the plumbing trade.
5. Plans, assigns, and reviews the work of the plumbing staff engaged in the installation, modification, and/or repair of plumbing systems.
6. Inspects work upon completion to determine that staff followed the necessary operations and that work conforms to specifications.
7. Addresses all day-to-day personnel issues in the Plumbing Shop.
8. Acts as a working supervisor in cutting, threading, assembling, and installing pipe, connecting valves, caulking joints, and testing finished work by allowing water to flow through.

9. Repairs and replaces water, steam, air, gas, and waste disposal lines, and performs similar work expected in the plumbing trade.
10. Reviews all construction documents.
11. Enters all completed work orders daily.
12. Prepares and submits, to the Skilled Trade Section Supervisor, weekly shop projects summary reports, shop meetings summaries, and annual budget for the Plumbing Shop.
13. Monitors work of service contractors for adherence to plans and specifications.
14. Willing to be on-call in case of emergency.
15. Performs related duties and responsibilities as requested by the Director.
16. Reviews all plumbing personnel annually.

*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 73

**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:**

- Demonstrates considerable functional knowledge of methods of installation and repair of plumbing systems.
- Demonstrates considerable functional knowledge of safety precautions of the plumbing trade.
- Demonstrate considerable functional knowledge of the design and operation of gas and hot water heaters.
- Skilled in the use of tools, materials, and equipment commonly used in the performance of plumbing work.
- Ability to make estimates of time and materials.
- Ability to instruct subordinate personnel in plumbing work to establish a program of training for apprentices.
- Ability to keep accurate records, coordinate written work requests and work orders, and maintain good inventory records.
- Ability to follow broad verbal and written instructions.
- Demonstrates good computer skills.