

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SKILLED MAINTENANCE WORKER-PLUMBING/HEATING

BASIC FUNCTION:

Under the direction and supervision of the Executive Director, Facilities Planning, Maintenance, Operations and Transportation or designee, performs journey-level work in the installation, maintenance, and repair of plumbing systems and fixtures; maintenance and operations of backflows throughout the district; and minor duties in the maintenance and repair of HVAC (Heating, Ventilation and Air Conditioning) systems and heating fixtures, boilers and other systems. The incumbent is responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution and wastewater disposal in school and district buildings. This includes maintaining the flow and drainage of water, air, and other gases by assembling, installing, and repairing pipes, fittings, and plumbing fixtures, boilers, and backflows district-wide.

ESSENTIAL DUTIES:

Installs general plumbing systems and fixtures; digs trenches as needed; and maintains and repairs existing systems.

Installs water piping, sewer mains, latrines, gas lines, and drain systems.

Determines the nature of problems with the District's water and drainage systems; repairs or replaces pipes, valves, fittings, and other defective parts; cuts, caulks and threads pipes; solders and welds various pipes and component parts; and repacks faucets.

Repairs water supply, waste, sewage, and drainage pipes, cleans drains and removes obstructions from water and drainage systems.

Installs new plumbing fixtures including sinks, basins, toilets, urinal, drinking fountains, and other related items.

Installs and performs repairs on various types of heating units and systems such as water heaters, stoves, steam tables, ovens, and boilers.

Repairs heating systems and water heaters, inspect, install and repair backflow devices.

Ensures compliance on backflow prevention and correction or elimination of hazards with appropriate County Health and other codes.

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Installs and maintains gas lines, and repairs gas leaks.

Services and performs minor or semi-skilled duties in the maintenance and repair of air conditioning units.

Works from blueprints and sketches in the installation and repair of plumbing and heating systems.

Plans, lays out, and organizes assigned tasks.

Protects the safe drinking water of the district's domestic water system by checking for, and eliminating, any cross connections with other water supplies.

Maintains routine records; fills out and maintains work orders and purchase orders for required materials; obtains, stores, and inventories needed parts, supplies and equipment.

Maintains records of work projects. Establishes an estimated cost for materials and labor and a scheduled timeline in which to complete projects.

Operates a variety of specialized equipment and machines including trucks, trenchers, skip loaders, back hoes, forklifts, pipe cutting and threading equipment, jack hammers, concrete saws, power and hand saws, drills, and other hand and power tools.

Performs cleaning and maintenance of equipment, tools, materials, and vehicles utilized per work site; ensures adherence to principles and practices of safe equipment use and operation.

OTHER REPRESENTATIVE DUTIES:

May be assigned to assist in the performance of other building maintenance trades functions by performing skilled and semi-skilled duties.

May be assigned to assist grounds maintenance functions as needed.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from the Executive Director Facilities Planning, Maintenance, Operations, and Transportation, or designee.
 (2) Assigns work and supervises on a project basis, maintenance personnel assigned to assist in the installation or repair of plumbing or heating systems and equipment.

Internal Contacts: Continuing contact with the Executive Director, Facilities Planning, Maintenance, Operations, and Transportation, school principals and other administrative personnel, grounds, custodial, and maintenance personnel, as well as some contact with warehouse and clerical personnel.

External Contacts: Continuing contact with material supply sources. Some contact with sales people and contractors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard practices of the plumbing trade, including repair, maintenance and adjusting procedures of water control devices.

Proper methods, materials, tools, and equipment used in the installation, maintenance, and repair of plumbing, heating, and air conditioning equipment and systems.

Heating systems, boiler and other related power equipment, boiler chemistry and water testing procedures, and boiler codes and safety standards.

Applicable laws, codes and regulations including plumbing, fire, safety regulations, handicap, and related building codes.

In depth knowledge of domestic water production and distribution operations, construction and maintenance procedures.

Health and safety regulations, and appropriate safety precautions and procedures required in a school environment.

Shop math applicable to the plumbing trade.

KNOWLEDGE OF:

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

ABILITY TO:

Perform journey-level work in the installation, maintenance, and repair of plumbing and heating systems and fixtures.

Perform minor or semi-skilled duties in the maintenance and repair of air conditioning units and systems.

Appropriately operate tools and equipment used in the plumbing trade.

Perform and maintain operation of the district's backflow and cross connection program without supervision.

Work from blueprints, shop drawings and sketches.

Plan, organize, and lay out plumbing, heating, and air conditioning work.

Estimate labor and material costs.

Operate assigned district vehicles observing safe, legal and defensive driving practices.

Interpret a variety of instructions furnished in writing, oral, and diagram form.

Maintain routine records and logs.

Perform other maintenance work as assigned.

Meet schedules and time lines.

Work independently with little direction.

Understand and follow both oral and written directions.

Communicate effectively with others.

Establish and maintain cooperative and effective working relationships with others.

ABILITY TO:

Work courteously and tactfully with co-workers and public.

Prioritize and identify needs and solve problems independently as appropriate.

Read, interpret and follow rules, regulations, policies and procedures.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

PHYSICAL DEMANDS:

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.

The employee frequently is required to stand, walk, stoop, kneel, crouch, climb or balance. The employee is regularly required to repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly. The employee must frequently lift and/or move objects or materials weighing up to 50 pounds; occasionally move and/or lift 100 pounds with assistance.

Specific vision abilities required by this job include close vision, depth perception, peripheral vision, and the ability to focus to see small details in the work environment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, and risk of electrical shock. The employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, working in small spaces, extreme heat, explosives, and vibration. The noise level in the work environment is usually moderate.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: (1) graduation from high school supplemented by completion of an approved apprenticeship in field of specialty and (2) four (4) years of journey-level plumbing experience.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

Insurability by the District's insurance carrier.

Possession of a Backflow Inspection and Cross Connection Specialist Certification issued by the County of Orange Health Department with one year of employment.

PREPARED BY:	Classified Personnel Department	DATE: 1/89
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 5/11/89
REVISED BY:	Personnel Commission	DATE: 6/20/06, 06/07/16