

## Position Title

<b>DEPARTMENT:</b>	Facilities	<b>REPORTS TO:</b>	Service Manager
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full-time	<b>FLSA STATUS:</b>	Non-exempt

## Position Description

The Plumber is responsible for maintaining the health and safety of the district's plumbing systems and the Natatorium. They install, inspect, and repair the district's domestic water, natural gas, storm water, and wastewater pipe systems, plumbing fixtures, and components. Maintain wet and dry pipe sprinkler systems to ensure efficient fluid and gas operations for buildings of the Kirkwood School District. Apply related trade knowledge to contribute to department initiatives.

Task Title	Essential Job Functions	Percent of Time Spent
Plumbing Maintenance & Installation	<ul style="list-style-type: none"> <li>Assess work orders to determine most appropriate tools and equipment required to complete plumbing jobs.</li> <li>Perform necessary preventative maintenance and routine repairs on district plumbing systems, such as changing isolation valves, scoping, cleaning drains, and replacing components on plumbing, gas, sprinkler, and wastewater systems.</li> <li>Install and maintain drinking fountains and ice machines. Change filters in drinking fountains and ice machines.</li> <li>Repair and replace sump pump systems.</li> <li>Review blueprints, building codes, or specifications to determine work details or procedures.</li> <li>Provide training and guidance to team members.</li> <li>Assist with HVAC maintenance including cleaning HVAC coils, filter changes, and repairing condensate drain lines.</li> <li>Assist with district facilities initiatives and projects to ensure expectations and deadlines are reached by the department as a whole.</li> <li>Travel to and from various job sites at schools or other district buildings.</li> </ul>	75%
Vendor Management	<ul style="list-style-type: none"> <li>Communicate with vendors and outside contractors when necessary to ensure projects and repairs are completed in a timely manner.</li> <li>Consult with architects, contractors, and staff to design and implement improvements for the district.</li> </ul>	10%
Inventory Management	<ul style="list-style-type: none"> <li>Monitor, maintain, and update inventory log of on-hand plumbing supplies and equipment to ensure stock availability.</li> <li>Ensure inventory of plumbing parts and tools remain secure.</li> </ul>	5%
Pool Maintenance	<ul style="list-style-type: none"> <li>Check pool filtration systems daily to ensure all systems are properly balancing chemicals. Add chemicals as needed.</li> </ul>	5%

	<ul style="list-style-type: none"> <li>• Drain, clean, and fill the Natatorium in the summer</li> </ul>	
Fire Sprinkler System	<ul style="list-style-type: none"> <li>• Inspect and maintain the fire sprinkler system on a yearly basis.</li> </ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

**Supervisory Responsibilities**

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

**Qualifications**

**Required**

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
  - Two years of college/associate degree and 3 or more years of related work experience.
  - High school diploma/GED and 5 or more years of related work experience.
- **Licenses:** Valid driver’s license
- **Certificates, Certifications, or Other Training:** Certified Pool & Spa Operator (CPO)
- Ability to lift and carry up to 75 pounds

**Knowledge & Skills**

**Knowledge**

- **Basic:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Administrative: Administrative and office procedures, functions and basic office tasks.
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
- **Intermediate:**
  - Machines/tools: Machines and tools, including their uses, repair, and maintenance.
  - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
  - Customer and personal service: Principles and processes for providing customer and personal services.
- **Advanced:**
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/Government: Local, state, and national laws and government regulations including building codes and KSD Board of Education policy.

**Skills**

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Monitoring, Systems Analysis, Systems Evaluation
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Reading Comprehension, Science, Writing, Active Listening, Critical Thinking, Management of Material Resources, Time Management, Coordination, Service Orientation, Complex Problem Solving, Judgment & Decision-Making, Equipment Maintenance, Installation, Operation and Control, Operation Monitoring, Repairing, Troubleshooting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Active Learning, Learning Strategies, Management of Financial Resources, Operations Analysis, Quality Control Analysis
- **Rarely (Less than 1 hour or 12% of the day):** Instructing, Negotiation, Social Perceptiveness

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Standing, Finger Dexterity, Multi-limb Coordination, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crawling, Crouching/Kneeling, Walking, Balancing, Carrying/Lifting, Climbing, Pushing/Pulling, Reaching, Repetitive Motion, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Sitting

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands:

- *Heavy work:* Exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

### Working Environment:

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

## EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04