JOB DESCRIPTION
Tahoe Truckee Unified School District

PLUMBING HEATING AND COOLING CRAFTSPERSON

Purpose Statement:
The job of Plumbing Heating and Cooling Craftsperson is done for the purpose/s of providing renovation and preventive maintenance of plumbing, heating and cooling systems to ensure a safe and comfortable environment for students and staff; designing and/or reviewing plans for plumbing, heating and cooling systems; installing and/or repairing plumbing/heating and cooling systems; and assisting other trades personnel as required.

Essential Functions

- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Designs and/or reviews plans for plumbing/heating and cooling systems for the purpose of determining scope of projects and/or ensuring that district objectives are achieved within budget.
- Diagnoses malfunctions of plumbing and/or heating and cooling systems and/or components for the purpose of identifying repair/replacement needs necessary to maintain equipment and systems.
- Inspects district owned facilities on a regular basis for the purpose of identifying potentially hazardous conditions and/or monitoring preventative maintenance programs.
- Installs commercial/industrial plumbing, heating and cooling systems and fixtures (e.g. direct digital controls, hot water heaters, distribution lines, drinking fountains, fixtures, etc.) for the purpose of providing comfort, sanitation and safety within facilities.
- Maintains tools, supplies and/or equipment (e.g. pipe, fixtures, faucets, replacement parts, sealers, etc.) for the purpose of ensuring the availability of items and equipment in safe operating condition.
- Remotely and locally monitors heating and cooling systems for the purpose of ensuring that schedules are maintained and systems run efficiently.
- Orders supplies, equipment and tools for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Prepares documentation (e.g. purchase orders, work orders, etc.) for the purpose of providing written support and/or conveying information.
- Repairs/replaces various items, systems and/or components (e.g. HVAC controls, pumps, motors, boilers, cold and hot water, waste, and vent lines, urinals, drinking fountains, etc.) for the purpose of providing renovation and preventive maintenance of plumbing, heating and cooling systems and/or maintaining a safe and comfortable environment for students and staff.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Secures buildings (e.g. locking doors/windows, setting alarms, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists in snow removal for the purpose of maintaining a safe environment.
- Attends meetings (e.g. safety, in-service, etc.) for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in plumbing and heating trades; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze

situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; pertinent codes, policies, regulations and/or laws; and tools, methods and practices of the trade.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience: Job related experience with increasing levels of responsibility is required.

Education : Targeted job related education that meets organization's prerequisite requirements.

Required Testing
Pre-employment Proficiency Test
Physical Capacities Test
Plumbing, Heating and Cooling Proficiency Test.

Certificates & Licenses
Valid Driver's License

Continuing Education / Training
Training and attendance at
workshops as appropriate.

Clearances
Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

Salary Grade: Classified 29