Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Plumber (Apprentice)**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record;

Education: High school, GED and specialized vocational training in plumbing.

Training or Experience Required: One year experience as Plumber's Helper and must begin standing toward a Journeyman License. Shall obtain Journeyman License with the required time given by Supervisor.

Special Skills, Knowledge, Abilities:

Must have knowledge of and ability to learn to perform plumbing work that would pass any City or required plumbing inspections.

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets written or printed materials such as schematics, blueprints, building plans, charts, diagrams, maps or instruction material. Even though the new apprentice may not be as familiar with these reading materials, must possess the ability to learn to read and understand them.

Tools and Equipment Usage: Must possess the skill to use tools or equipment necessary to perform plumbing work which includes: sewer machine, trencher, fusion tool, torch, backhoe, etc.

Site: **Various**

Reports To: **Plumber Foreman, Director of Maintenance**

Job Goal (Purpose of Position): Performs entry level to semi-skilled level duties under direct supervision to assist more experienced plumbers install, repair or maintain plumbing (i.e. water, drain, and gas) systems in the school district.

An incumbent in this position will follow generally standardized operating policies and procedures. An incumbent is in training and must possess necessary skill and ability to perform satisfactorily at given level depending on experience and training. Failure to perform adequately during apprenticeship program may be grounds for separation.

Contact with Others: An incumbent in this position has some public contact with members of own staff or district. Some interpersonal interaction or communication is required.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury.
It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative and self discipline are necessary for the success of the position.

Essential Job Functions:

Assists more experienced plumbers:

1. Trouble shoot plumbing problems and perform general maintenance and repairs for all boilers, hot water tanks, steamers, heaters, dishwashers, and related items/devices in the district.

2. Install and repair gas and water lines and drains and sewer lines. Check and repair gas leaks. Repair breaks in underground water and drain lines. May install and repair sprinkler systems.

3. Unstop drain lines.

4. Install, repair, replace faucets, sinks, toilets, showers, and other plumbing fixtures.

5. Winterize buildings susceptible to damage.

6. Perform preventive maintenance on all plumbing (water, gas, and sewer) equipment, fixtures, etc. and eliminate severe problems that could be the cause of major down time.

7. Loads, secures, and stores parts, equipment and other supplies that are necessary to do job. Keeps necessary parts and supplies on hand for common projects.

8. Cleans work area and maintains plumbing shop and tools, including assigned vehicle.

9. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 3-4 hours per day. Employee's job requires frequent bending/stooping, squatting/crouching, and pushing/pulling. There is occasional crawling and kneeling, climbing and reaching above the shoulders.

Employee's job requires frequent carrying/lifting of up to 35 pounds and occasional lifting from 35 to 75 pounds loading and unloading sewer machine, lifting large pumps and motors and carrying fixtures. Job requires employee to use both feet for repetitive movements as in operating foot controls; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate hand and power tools (tighten fittings, solder, use shovel). Must be able to read blueprints and schematics, see in dark with only a flashlight. Employee must possess hearing to distinguish normal/abnormal sounds like gas or water leaks. Must be able to communicate with fellow workers and the public. Must be able to climb ladders and steps, crouch, kneel, and fit in tight spaces, etc.

Employee's job requires working on unprotected heights (roofs); Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to toxic gas, solvents, sewer gases, asbestos; and working in extreme temperatures and around slick surfaces.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT:	261 days per year
SALARY:	Category C
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

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