Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Plumber Foreman (Contractor's License)**

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record; State Contractor's Plumber's/Pipefitter's License. Must complete Oklahoma Construction Industries Board Affidavit that associates the state contractor's license with Moore Public Schools.

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

Training or Experience Required: 5-7 years in the plumbing field in commercial plumbing maintenance and/or repair. At least 2 years in a school system is desirable.

Special Skills, Knowledge, Abilities:
Must have knowledge of and ability 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 complex written or printed materials such as schematics, blueprints, building plans, charts, diagrams, maps or instruction material.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. The most complex tools or equipment necessary to perform satisfactorily include: sewer machine, trencher, fusion tool, torch, backhoe, etc.

Site: **Various**

Reports To: **Director of Maintenance**

Job Goal (Purpose of Position): Performs skilled/full journey level and lead/foreman duties under limited supervision to oversee the installation, repair or maintenance of 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. On occasion he will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has public contact with members of own staff or district and with vendors. Interpersonal interaction or communication is required.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to resolve problems, plan and organize work and motivate subordinates. It requires following safety guidelines and policies to reduce accident or injury of self and fellow workers and the public. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some creativity, initiative, self discipline and effective problem solving are necessary for the success of the position.

Essential Job Functions:

1. Plans and organizes the work of others. Assigns work, review work in progress, and trains subordinates and provides technical assistance as necessary.

2. Determines need for supplies and equipment that must be ordered. Works with local utility companies and plumbing supply houses to accomplish work effectively and efficiently.

3. Trouble shoots plumbing problems and performs general maintenance and repairs for all boilers, hot water tanks, steamers, heaters, heat exchanges, steam pressure cookers, heating coils, dishwashers, and related items/devices in the district.

4. Services and repairs water pumps, steam condensate and vacuum pump pressure regulators; services and repairs building fire protection sprinkler systems and their controls and water and gas meters.

5. Operates, maintains and makes minor repairs to boilers, observes meters and regulates water flow to boilers . Follows preventative schedules by inspecting boilers, generators, pumps, heaters, and related equipment to detect malfunctions and repair defects.

6. Operates, maintains and makes minor repairs to air compressors in accordance with needs and safety standards.

7. Installs and repairs gas and water lines and drains and sewer lines. Checks and repairs gas leaks. Repairs breaks in underground water and drain lines. May install and repair sprinkler systems.

8. Unstops drain lines.

9. Installs, repairs, replaces faucets, sinks, toilets, showers, and other plumbing fixtures.

10. Winterizes buildings susceptible to damage.

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

12. Informs supervisor of parts, equipment and other supplies that are necessary to do job. Keeps necessary parts and supplies on hand for common projects.

13. Oversees the housekeeping duties and ensures that the work area, plumbing shop and tools, including assigned vehicle, are properly maintained.

14. Performs other duties as assigned.

Supervision exercised: An incumbent provides lead supervision to a small staff of plumbers or assistants.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must stand/walk 6 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, around slick surfaces, and digging close to dangerous utility lines.

SUBJECT TO BE ON CALL 24 HOURS

TERMS OF EMPLOYMENT: 261 days per year

SALARY: Category J

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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