BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Facilities and Transportation Master Plumber

Purpose Statement
The job of the Master Plumber is performed for the purpose of providing plumbing services, including identifying repair and/or replacement needs, installing, repairing, and/or upgrading plumbing systems, ensuring compliance with accessibility, health and safety codes, and ensuring project completion in accordance with trade standards. This role also involves providing information on the proper uses of equipment, assisting other skilled trades, and ensuring that tools and materials are available at the job site.

Supervisory Relationship
Reports to: Director of Facilities and Transportation

Essential Functions
- **Analyze Blueprints:** Review blueprints, schematics, and drawings of plumbing systems to determine efficient installation of new or upgraded systems.
- **Project Coordination:** Collaborate with assigned lead, supervisor, and other trades to complete projects and work orders efficiently.
- **Diagnosis:** Identify causes of problems and/or failures in plumbing/irrigation systems to determine repair and/or replacement needs.
- **Estimation:** Estimate materials and equipment needed to complete work projects to ensure job completion.
- **Fabrication:** Create equipment parts to meet specialty needs and/or replace unavailable parts.
- **Communication:** Inform personnel regarding procedures and/or status of work orders to aid in decision-making and compliance with building and safety regulations.
- **Installation:** Install plumbing systems and fixtures (e.g., hot water heaters, drinking fountains) to enhance or upgrade capabilities.
- **Maintenance:** Maintain vehicle, tools, and equipment to ensure availability in safe operating condition.
- **Monitoring:** Inspect buildings and facilities to evaluate conditions, identify necessary repairs, and recommend preventive maintenance.
- **Training Participation:** Attend meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.
- **Documentation:** Prepare written materials (e.g., repair status, activity logs) to document activities and convey information.
- **Inventory Management:** Request equipment and supplies to maintain inventory and ensure availability of necessary items.
- **Emergency Response:** Respond to emergency situations during and after hours to resolve immediate safety concerns.
- **Transport:** Move a variety of tools, equipment, and supplies to ensure the availability of materials required at job sites.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Operate equipment used in plumbing.
- Plan and manage projects.
- Prepare and maintain accurate records.

- Adhere to safety practices.

Knowledge
- Methods, techniques, materials, and tools used in plumbing installation, maintenance, and repair.
- Safety practices and procedures.

Abilities
- Schedule activities and meetings.
- Gather, collate, and classify data.
- Use job-related equipment.
- Work with a significant diversity of individuals and groups.
- Adapt to changing work priorities.
- Communicate with diverse groups.
- Work with frequent interruptions.

Responsibility
Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget. Have a continual opportunity to impact the organization's services.

Work Environment
Significant lifting, carrying, pushing, and pulling; some climbing and balancing; significant stooping, kneeling, crouching, and crawling; significant fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, and 45% standing. Minimal temperature variations and some exposure to risk of injury and/or illness.

Experience
Job-related experience within a specialized field is required

Education
Targeted, job-related education with study in job-related area

Certificates and Licenses
Driver's License & Evidence of Insurability
Designated Subject Matter Endorsement

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-Exempt

Salary Grade
SR

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.