Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Plumber Journeyman**	FLSA Status:	**Non-Exempt**
Job Family:	**Maintenance**	Pay Range:	**MT37H**
Prepared/Revised Date:	**August 1, 2022**	Job Code:	**62602**

SUMMARY: Analyze, troubleshoot, repair, and maintain a large variety of commercial plumbing systems. Repair and maintain kitchen and laundry equipment such as steamers, dishwashers, ovens, ranges, booster heaters and mixers. Maintain domestic hot water and heat circulating pumps. Coordinate with and provide alternate ideas to school sites for space use changes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Trouble shoot, repair and maintain plumbing equipment including but not limited to, faucets, grease traps, flush valves, sinks, water heaters, commodes, drinking fountains, domestic water heater pumps, flush meters, backflow prevention devices and valves and water meters. Maintain all district child nutrition kitchen equipment such as steamers, dishwashers, ovens, ranges, booster heaters and mixers; maintain district laundry equipment.	D	65%
2. Perform preventative maintenance inspections and repairs in all district facilities including but to limited to, domestic water systems and related devices and sanitary waste drainage. Assist master plumber as needed in maintaining and testing state mandated items including grease traps, domestic water treatment systems, well systems, backflow preventers, septic tanks, boiler safety devices and water purification systems as needed.	D	10 %
3. Use progressive methodology for maintaining department parts inventories and keep accurate records of plumbing work completed throughout the district utilizing the district's computer maintenance management system.	D	10%
4. Assist team members in collaborating, designing and installing plumbing site use changes.	D	5%
5. Ability to respond to emergency repair calls 24 hours a day as needed.	D	1%
6. Attend work and arrive in a timely manner.	D	1%
7. Test and maintain good quality water in hot water heating systems.	Q	5 %
8. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.	A	1%
9. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent plus vocational school or short term courses in commercial plumbing installation and maintenance
- More than three of experience with commercial plumbing installation and maintenance

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid Colorado driver's license

- Colorado State Journeyman Plumber's License
- Backflow Prevention Certificate preferred at hire, required within 6 months of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability and willingness to carry a cell phone, be on call and/or respond to calls 24/7
- Knowledge of International Plumbing Code and International Mechanical Code
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of all plumbing equipment and tools

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	