

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PLUMBER MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled plumbing work in the installation, maintenance, and repair of water and waste disposal systems, equipment, and fixtures. Work involves performing a variety of repair or replacement functions related to plumbing, minor electrical work related to hot water heaters, well pumps, disposals and dishwashers. Work also involves reviewing the work of semi-skilled plumbers to maintain system adherence to all related codes and regulations. Work assignments are performed in accordance with accepted practices, and employee is expected to resolve most problems independently. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contact with co-workers and school officials and department heads. Reports to the director of maintenance or designee.

ESSENTIAL JOB FUNCTIONS

- Repairs and replaces broken water lines; un-stops sewer lines and drains; clears commode and sink drains.
- Performs maintenance and installation functions associated with all water system equipment.
- Replaces and repairs hot water tanks; repairs garbage disposal; repairs circulating pumps; replaces booster heaters, gas water heaters and piping.
- Repairs/replaces shutoff valves, fountain coolers, and mixing valves.
- Responsible for ensuring that outside utilities are located before digging or drenching is performed on district's sites.
- Is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and that is issued for use.
- Work under the supervision of the Director of Maintenance to complete assigned tasks.
- When necessary work with plant operation outside of the normal work day to address district issues. Be prepared to be called into the office outside of normal working hours
- Communicate on a daily basis with the Director of Maintenance in regards to outstanding work orders and completed work orders.
- Acknowledge receipt of all text, phone messages, and emails related to any school issues as soon as possible and within the work day.
- Use I-Pad for receiving and completing work orders.

MINIMUM TRAINING, EXPERIENCE, & LICENSES

- High school diploma or equivalent, with vocational training in plumbing and utility work.
- Minimum of 5 years of experience in the plumbing field.
- Holds a current NC state issued plumbing license in one of the following categories; Class I (P-I), Class II (P-II), or Restricted Limited (RLP).
- Possession of a valid driver's license issued by the state of North Carolina.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including sewer machines, jet machines, pipe cutters and various plumbing tools, etc. Must be physically able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 200 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Computer Literacy: Must be able to access the internet on electronic devices to send and receive emails, complete work orders, request quotes, and research equipment and materials.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of plumbing systems, code requirements, equipment/tools, and fixtures.
- General knowledge of the tools and equipment used in the installation and repair of plumbing systems and equipment.
- General knowledge of the maintenance requirements of plumbing and related equipment.

Ability to follow oral and written instructions.

- Ability to read and interpret blueprints and schematic drawings.
- Ability to perform manual labor for extended periods of time as required by work assignments.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

