

**Job Description**

Job Title: **Plumber Lead**  
 Job Family: **Technicians/Trades/Maintenance**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **August 2016**

Job Code: **5045**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 31**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for overseeing and maintaining, repairing and installing all types of plumbing and domestic water systems and related devices. Specific duties include performing and overseeing the performance of the preventative maintenance (PM) programs, inspections and repairs; providing leadership, coaching, teaching, mentoring and craft specific technical guidance; prioritizing, assigning and scheduling work and responding to emergency calls, and maintaining and repairing all natural gas services including valves.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Oversee and perform troubleshooting, repairs and maintenance of plumbing equipment including faucets, grease traps, flush valves, sinks, water heaters, commodes, drinking fountains, specialized daycare and photo processing equipment, domestic water heater pumps, flush meters, backflow prevention devices and valves and water meters.	D	35%
2. Perform and oversee the performance of preventative maintenance inspections and repairs in all district facilities including, but not limited to, domestic water systems and related devices and sanitary waste drainage systems.	D	9%
3. Respond to emergency plumbing calls such as clogged drains, broken water lines and frozen pipes. Evaluate situation and take proper corrective action.	D	8%
4. Perform acceptance inspections for contractor-performed work of new construction and renovations, in conjunction with Construction and Facilities Development efforts.	M	9%
5. Investigate and respond to all emergency calls concerning reported gas odors and possible natural gas leaks.	M	4%
6. Represent department management in after-hours emergency "on call" status.	M	4%
7. Oversee maintenance and repairs of all natural gas services, including gas valves.	M	2%
8. Oversee and install new plumbing fixtures and related devices including sinks, commodes, urinals, faucets, drinking fountains (excluding electrical connections), domestic water heaters and related devices.	M	2%
9. Research, develop and make recommendations for submittal to Construction and Facilities Development Department for renovation and for changes to district technical specifications.	Q	10%
10. Review layouts and interfaces with Construction and Facilities Department for renovations and upgrades, including domestic hot and cold water, gas and sanitary piping for kitchens, drinking fountains and restrooms.	Q	5%
11. Monitor system efficiencies and recommend appropriate solutions.	Q	5%
12. Oversee contractors under contract to the Maintenance Department.	Q	2%
13. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- More than five years of experience in plumbing, construction, and maintenance.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.
- Supervisory experience preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.
- Valid Colorado State Master Plumber License required for hire.

- Backflow Prevention Certification preferred at hire, required within 6 months of entering position.
- Successful candidate will be required to complete a pre-hire, post-offer physical examination.
- May be required to hold Colorado Master Plumber and Colorado State Contractor license on behalf of Adams 12 Five Star School District.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Knowledge of all applicable plumbing codes.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to comply with Maintenance On-Call Policy.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- 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 all people including those 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 typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of trade specific hand tools, motorized snakes, pipe threading, piping inspection tools and district maintenance vehicles required for hire.
- Responsible for appropriate and efficient use of repair parts and tools provided by the district.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Maintenance and Grounds Manager	1497

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Plumber Apprentice	2	1490
	Plumber	1	1473

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Work within prescribed budget. Maintain supplies, inventories and equipment.
- Responsible for proper use and documentation of District credit card.

**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 feel			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	