



LICENSED PLUMBER

12 Months / 8 Hours Per Day

REPORTS TO: PLANT OPERATIONS MANAGER/DESIGNEE
FLSA STATUS: NON-EXEMPT

JOB SUMMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES

TO PERFORM SKILLED PLUMBING AND RELATED WORK.

A. PERFORMANCE RESPONSIBILITIES

1. Performs routine plumbing projects, repairs and preventive maintenance
2. Handles plumbing repairs according to work orders issued by designated supervisor
3. Installs, inspects, and repairs standard plumbing equipment concerned with water, gas, oil, sewage, fire control, steam, and refrigeration systems
4. Troubleshoots plumbing problems
5. Installs and repairs pumps.
6. Makes rough estimates on materials needed for minor installations and repairs
7. Advises on the selection, ordering, and storage of plumbing supplies and equipment
8. Completes paperwork on work orders so that orders can be priced according to the job
9. Assumes responsibility of directing and/or guiding the helper to perform his/her job
10. Assumes responsibility of being the driver of assigned service vehicle and performs routine maintenance and keeps records of such maintenance
11. Performs any other duties as assigned by the immediate supervisor/designee or superintendent

B. PROFESSIONALISM

The employee shows professionalism in attitude and conduct

- Accepts constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Maintains the confidentiality of all school board business by refraining from accessing, discussing or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- Observes professional ethics as prescribed by the employee's profession/craft and in accordance with state law and board policy.
- Uses verbal and non-verbal communication in a manner respectful of others.
- Maintains self-control.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Participates in professional growth activities.

C. ATTENDANCE AND PUNCTUALITY

- Reports to work at the assigned time
- Attends work on a daily basis
- Contacts Supervisor when absent
- Works additional hours when deemed necessary
- Clocks in and out and utilizes time clocks appropriately

D. SAFETY

- Completes tasks in a safe manner as prescribed by the Safety Department or by the employee's profession/craft.
- Maintains a neat and orderly work environment.
- Dresses appropriately for the job assigned and in compliance with state law and board policy.
- Displays employee ID tag at all times while on duty.
- Reports any unsafe conditions or any incidents of injury or damage immediately to the appropriate official.
- Complies with policies on Employee Tobacco Use, Drug-Free Workplace and use of Cell Phones when on duty.

METHOD OF EVALUATION

A formal observation and one written evaluation per year by the supervisor shall be completed.



OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS

High School diploma or its equivalent; Appropriate plumber's license to work under a Master Plumber from local, parish, city and/or state as required; knowledge of methods, materials, tools, and equipment used in this trade; ability to perform plumbing work and care for tools, materials, and equipment; ability to make rough sketches, read blueprints, and work from specifications; ability to estimate materials and labor cost for minor plumbing jobs; ability to keep simple records and make reports; ability to instruct and lead other plumbers and helpers as approved by supervisor; ability to work with other tradesmen and helpers as instructed by supervisor; ability to read and write and make accurate arithmetic computations; valid driver's license with acceptable motor vehicle record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: ability to grasp, lift, maneuver, carry, push, pull and/or move 50 to 80 pound objects on a daily basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment described here is representative of which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

There will be a probationary period of 6 months from the date of employment for new employees. After 6 months or sooner, a decision based upon an evaluation will be rendered in regards to the employee's status as a permanent employee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.