

## **LEAD PLUMBER**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the work of plumbing staff responsible for performing the installation, maintenance, and repair of plumbing systems and fixtures; provides technical and specialized assistance to the Assistant Director, Facilities Planning & Management.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Director, Facilities Planning & Management. Exercises technical and functional supervision over and provides training to assigned plumbing staff.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level position responsible for performing installation and repairs on plumbing systems, as well as the most complex duties, to ensure that District systems are maintained in a safe and effective working condition and provide the highest level of safety for District and public use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance, and repair of facilities and systems in a timely manner.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Provides lead direction, training, and work review and evaluation to assigned plumbing staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, disciplinary matters, and other personnel decisions.
- Trains staff in the proper use of plumbing equipment, systems and supplies; maintains equipment and supplies in good working condition.
- Plans, organizes, and lays out assigned tasks; interprets plumbing plans, diagrams, blue prints, sketches, and specifications; works from verbal and written instructions and work orders to install and test plumbing systems or fixtures.
- Estimates labor, material, and equipment needed for assigned plumbing projects; monitors inventory levels of plumbing materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Secures price quotations for supplies and repairs, including multiple quotes as necessary per District guidelines.
- Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the Assistant Director.
- Oversees outside contractors performing plumbing maintenance and repair services to ensure completeness and accuracy.
- Performs skilled plumbing work in the alteration, installation, maintenance, and repair of plumbing fixtures and systems to maintain plumbing lines in safe and sanitary working condition; ensures compliance with building codes applicable to the plumbing trade.

- Installs, maintains, and repairs valves, control devices, pumps, toilets, water heaters, pipes, faucets, and various other fixtures, parts, and equipment; rebuild and replace valves and faucets as needed; replaces leaking and defective parts in plumbing fixtures and systems.
- Installs, tests, and maintains all types of plumbing equipment, including drains, water heaters, garbage disposals, valves, regulators, gas fuel-burning appliances, water and gas lines, sewers, flush valves, fixtures, swimming pool pumps and filters, fire sprinkler equipment, and hydrants.
- Cleans out drains and removes obstructions from water and sewer systems, dishwashers, disposals, pumps, toilets, urinals, and drinking fountains; inspects and repairs leaks and general system failures; repairs or replaces damaged pipes, tubing, and sewer lines; installs, tests, and maintains backflow devices.
- Operates a variety of specialized equipment, including snakes, valve exercisers, gas detectors, pipe threaders, and various hand and power tools; drives a vehicle to perform work.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Records and maintains labor and material records.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Assists other District employees with various projects including carpentry, electrical, HVAC, locksmith, painting, and other trades.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, equipment, materials, and tools used in plumbing maintenance and repair of District systems and fixtures, including plumbing codes.
- Safe application, operation, and maintenance of tools and equipment used in the plumbing trade.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Plan and oversee activities of plumbing personnel.
- Inspect the work of assigned staff and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.

- Perform a variety of complex technical tasks in the installation, repair, and maintenance of District plumbing fixtures and systems.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety of light equipment and power and hand tools used in the plumbing trade.
- Troubleshoot plumbing problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommend purchases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, and five (5) years of experience in journeyman level plumbing maintenance and repair work.

**Licenses and Certifications:**

- Possession of and ability to maintain a valid California Driver's License.
- A certification as a qualified plumber journeyman from an approved institution is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.