



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Plumber Department Head**
 Job Family: **Maintenance**
 Prepared/Revised Date: **April 24, 2017**

FLSA Status: **Non-Exempt**
 Pay Range: **MT45H**
 Job Code: **62601**

SUMMARY: Supervise and assist plumbing staff in maintaining plumbing infrastructure district-wide. Prioritize work responsibilities and continuously monitor plumbing systems for repair or replacement. Address plumbing and domestic water-related concerns from health departments, fire departments, administration, and staff. Coordinate work with other departments. Monitor budget and perform employee evaluations.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Function as a working supervisor to ensure that department work is completed in an accurate and timely fashion in adherence to applicable plumbing codes and regulations.	D	33%
2. Identify and make immediate decisions regarding emergency situations concerning district infrastructure.	D	5%
3. Monitor the conditions of the plumbing systems within the district and make decisions regarding the correction or replacement of systems.	D	5%
4. Collaborate with principals, and administrators and/or staff involving on-site plumbing system issues.	D	3%
5. Coordinate and schedule work with other departments to ensure smooth operations within the district.	D	3%
6. Ability to respond to emergency repair calls 24 hours a day as needed.	D	3%
7. 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	2%
8. Attend work and arrive in a timely manner.	D	1%
9. Responsible for monitoring and addressing corrections to Mountain Schools Colorado State Small Systems Water Treatment Plants.	W	20%
10. Prioritize work responsibilities of crews, including scheduling major repair projects.	W	8%
11. Provide department members with accurate information involving upcoming seminars, and changes in department, district or state policies or procedures.	W	5%
12. Monitor the plumbing budget and arrange priorities to fit within budget appropriations.	W	5%
13. Address concerns and implement safety checks from fire departments and local and state health departments relating to plumbing infrastructure within the schools.	M	3%
14. Comply with state plumbing permit process.	Q	3%
15. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate in commercial plumbing installation, contracting, and maintenance
- More than five years of experience in commercial plumbing contracting, installation, and maintenance
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- Colorado State Master Plumbing License
- Colorado State Small Systems Water Treatment License
- Larimer County Septic System License

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service 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 to diffuse and manage volatile and stressful situations
- Ability and willingness to and be on call and/or respond to calls 24/7
- Knowledge of all international plumbing codes and international mechanical codes
- Knowledge of all plumbing equipment and tools required
- 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, Excel, PowerPoint, 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 underground line locating equipment and processes

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	PLUMBER DEPARTMENT HEAD	# of EMPLOYEES
Direct reports:	Master and journeyman licensed plumbers	4

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



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	
Loud	X
Very Loud	