



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Plumber Master**  
 Job Family: **Maintenance**  
 Prepared/Revised Date: **January 18, 2016**

FLSA Status: **Non-Exempt**  
 Pay Range: **MT40H**  
 Job Code: **62603**

**SUMMARY:** Assist department head in supervising new construction and remodel projects. Analyze, troubleshoot, repair, install, and maintain a large variety of commercial plumbing systems. Assist in repairing and maintaining kitchen and laundry equipment such as steamers, dishwashers, ovens, ranges, booster heaters, and mixers as needed. Maintain domestic hot water and heat circulating pumps. Maintain budgets, authorize payments, and coordinate with contractors. Assume department responsibilities when department head is unavailable.

**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<br><br>(limit of 13 of the most important tasks)   | Frequency  | % of Time  |
|---|--|--|
|   | Daily = <b>D</b><br>Weekly = <b>W</b><br>Monthly = <b>M</b><br>Quarterly = <b>Q</b><br>Annually = <b>A</b> | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Repair and make replacements as necessary to all plumbing systems including domestic water heaters, hydronic pumps, and plumbing fixtures and faucets.   | D  | 48%  |
| 2. Work with department head to identify potential deficiencies in existing buildings and assist in developing strategies for correction.   | D  | 5%   |
| 3. Maintain accurate department records through the district's computerized work order system.  | D  | 5%   |
| 4. Assist with and/or assume plumbing department administrative responsibilities when department head is unavailable.   | D  | 5%   |
| 5. 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  | 5%   |
| 6. Respond to underground plumbing utility locate requests.   | D  | 3%   |
| 7. Ability to respond to emergency repair calls 24 hours a day as needed.   | D  | 2%   |
| 8. Attend work and arrive in a timely manner.   | D  | 1%   |
| 9. Assist Planning, Design and Construction Department in overseeing new construction projects contracted to outside companies in the areas of code compliance and district technical specifications.                     | W  | 5%   |
| 10. Collaborate with district design teams and engineers to come up with strategies to meet PSD energy and life-cycle goals on upcoming projects.   | W  | 5%   |
| 11. Assist department head in keeping shop and office areas organized and efficient.  | W  | 5%   |
| 12. In the event of absence, assist journeyman plumber with maintaining all district child nutrition and district laundry equipment.  | W  | 5%   |
| 13. Maintain and test state-mandated items including grease traps, domestic water treatment systems, well systems, backflow preventers, septic tanks, boiler safety devices, and water purification devices.              | A  | 5%   |
| 14. Perform other duties as assigned.   | Ongoing  | 1%   |
|   | <b>TOTAL=</b>  | <b>100%</b>  |



**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

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations 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 carry a cell phone, and be on call and/or respond to calls 24/7
- Knowledge of international plumbing codes and international mechanical codes
- 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, 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 all plumbing equipment and tools required
- Operating knowledge of underground line locating equipment and processes

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                        | <b>PLUMBER MASTER</b>                                | <b># of EMPLOYEES</b> |
|------------------------|--|-----------------------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                       |

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; 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         |            |          |



| <b>VISION DEMANDS:</b>                                    | <b>Required</b> |
|---|-----------------|
| 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               |

| <b>NOISE LEVEL:</b> | <b>Exposure Level</b> |
|---------------------|-----------------------|
| Very quiet          | X                     |
| Quiet               | X                     |
| Moderate            | X                     |
| Loud                | X                     |
| Very Loud           | X                     |