

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD PLUMBER

SUMMARY DESCRIPTION

Under direction of the Maintenance Supervisor, lead, oversee, and participate in the day to day operations of the plumbing department; prioritize and coordinate all plumbing work assigned to the department; provide training to less experienced employees; work with other departments to complete projects in a timely manner and to accomplish the goals of the plumbing department; perform all duties in a safe and effective manner, ensuring a safe work environment for self and others; perform a variety of preventive maintenance within the area of assignment; operate and maintain a variety of hand and power tools and equipment; and assist in performing other skilled maintenance duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, and perform all plumbing work for the plumbing department; prioritize assigned work and oversee all plumbing projects to ensure timely completion; work effectively with others to accomplish assigned projects and tasks. ***E***
2. Coordinate and assign work to staff responsible for performing a variety of skilled plumbing duties in the installation, maintenance, and repair of plumbing systems and fixtures; review the work of assigned employees and provide work direction and guidance as necessary. ***E***
3. Train assigned employees in their areas of work including proper methods, procedures, and techniques in completing plumbing assignments; provide work direction and guidance to other plumbing staff as assigned; train student assistants. ***E***
4. Operate and oversee the use, care, and operation of a variety of maintenance-related hand tools and power equipment including pipe threading and soldering equipment and various drain cleaning equipment; operate assigned vehicles including a forklift and front-end loader spray pumps, brushes, and related tools and equipment. ***E***
5. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures. ***E***
6. Perform a variety of skilled plumbing tasks; troubleshoot malfunctions and identify plan of action to resolve problems. ***E***
7. Install general plumbing systems and repair existing systems; install, maintain and repair various types of heating units and systems. ***E***
8. Rebuild and redesign toilet valves, faucets and plumbing valves; clear stoppages, repair leaks and clean up surrounded area as needed. ***E***
9. Determine problems with water systems; repair valves, plugs, faucets and toilets; order replacement parts as necessary. ***E***
10. Repair gas leaks on boilers, water heaters and special appliances. ***E***

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11. Install new plumbing fixtures, sinks, basins, toilets, drinking fountains, water heaters, dishwashers and other items. *E*
12. Install water piping, tap water and sewer mains and laterals. *E*
13. Cut and thread pipe; pack faucets and repair water supply, waste, sewage and drainage pipes; wipe and wash joints and clean drains and obstructions. *E*
14. Work from blueprints and sketches in the repair of plumbing system; draw blueprints to scale as necessary. *E*
15. Perform preventative maintenance on all plumbing and related equipment. *E*
16. Perform special plumbing projects requiring advanced knowledge of plumbing trade. *E*
17. Schedule maintenance and certification of all backflow devices and fire sprinkler systems within the District. *E*
18. Perform minor electrical repair work on pumps, appliances, solenoids, timers, and related equipment. *E*
19. Prepare and maintain a variety of records and reports related to assigned activities, including work orders, time and materials used, inventory requisitions, safety codes and related regulations; prepare reports as necessary. *E*
20. Assist supervisory or management staff in planning and scheduling plumbing department projects and activities; estimate time, materials, and equipment required for jobs assigned; order and maintain stock of various supplies and equipment used in assigned areas; requisition materials as required. *E*
21. Assist in performing other skilled maintenance duties as assigned.
22. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, materials, tools and equipment used in the plumbing trade.

Advanced journey level practices and techniques used in plumbing.

Operational characteristics of maintenance and construction equipment and tools used in the area of assignment.

Basic mathematical principles.

Applicable Uniform Plumbing codes and regulations.

Principles and procedures of record keeping and filing.

Basic mathematical principles applicable to plumbing trade.

Principles of lead supervision.

Office procedures, methods, and equipment including computers and applicable software applications.

Technical aspects of field of specialty.

Occupational hazards and standard safety practices.

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Ability to:

Lead, organize, and review the work of staff.

Independently perform the most difficult skilled plumbing maintenance, installation and repair work.

Interpret, explain, and enforce departmental policies and procedures.

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Identify and correct plumbing problems.

Install, maintain and repair a variety of fixtures, valves and pipes.

Work from blueprints, shop drawings and sketches.

Operate District vehicles, observing legal and defensive driving practices.

Operate office equipment including computers and supporting software applications.

Work effectively and independently in the absence of supervision.

Ensure adherence to safe work practices and procedures.

Estimate time, material, and labor costs for maintenance and repair projects.

Understand and follow oral and written communication.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Maintain accurate records and prepare reports.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to five years of experience at the journey-level in the plumbing trade and that demonstrates the ability to complete plumbing projects independently and coordinate the work of others.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights on scaffolding and ladders; work in or with water; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; requires a sense of touch, finger dexterity, gripping with fingers and hands; operate assigned equipment and vehicles; and verbally communicate to exchange information.

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Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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