

## SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

### PLUMBER

#### JOB DESCRIPTION

<b>JOB CODE:</b>	810270	<b>BARGAINING UNIT ELIGIBILITY:</b>	Yes
<b>FLSA:</b>	Non-Exempt	<b>PAY GRADE:</b>	26
		<b>SALARY SCHEDULE:</b>	Education Support Professionals

#### QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of five (5) years successful experience in plumbing systems; or
- (3) Backflow inspection certification; or ability to receive certification within six (6) months.
- (4) Journeyman license or proven competency.
- (5) Valid Florida Driver's License.
- (6) Possess a personal set of hand tools necessary to complete performance responsibilities.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to use the tools and materials of the trade effectively. Knowledge of preventive maintenance programs. Knowledge of local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to work from blueprints and other design diagrams. Ability to read and follow instructions. Ability to perform cross-over work in several trade areas. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies.

#### REPORTS TO:

Foreman -- Maintenance

#### JOB GOAL

To complete assigned work safely and efficiently at the journeyman level to maintain plumbing systems throughout the school district.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Perform work involving the installation, maintenance and repair of water, sewer and gas plumbing systems.
- \*(2) Read blueprints, factory details and drawings relating to the accomplishment of daily assignments.
- \*(3) Utilize and maintain proper tools and equipment required to complete work assignments.
- \*(4) Develop labor and material costs in planning as required.
- \*(5) Assist in placing orders and bids, if needed, for parts and materials.
- \*(6) Assist in maintaining an inventory of parts and materials as needed.
- \*(7) Provide emergency repair service as directed.
- \*(8) Assist other maintenance personnel with tasks as needed or directed.

## PLUMBER (Continued)

- \* (9) Assist in developing and maintaining a preventive maintenance program.
- \* (10) Participate in casualty prevention tests and inspections as required.
- \* (11) Serve on school/district committees as required or appropriate.
- \* (12) Adhere to applicable safety standards.
- \* (13) Attend all staff meetings and workshops.
- \* (14) Assist with maintaining a clean and orderly environment.
- \* (15) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (16) Communicate effectively with the public, staff members, parents, students, supervisors, administrators and other contact persons using tact and good judgment.
- \* (17) Demonstrate initiative in the performance of assigned responsibilities.
- \* (18) Follow attendance, punctuality and proper dress rules.
- \* (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (20) Demonstrate support for the school district and its goals and priorities.
- \* (21) Exhibit interpersonal skills to work as an effective team member.
- \* (22) Maintain confidentiality regarding school/workplace matters.
- \* (23) Maintain expertise in assigned area.
- \* (24) Manage time efficiently.
- \* (25) Model and maintain high ethical standards.
- \* (26) Participate in cross-training activities as required.
- \* (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (28) Prepare all required reports and maintain updated and accurate records.
- \* (29) Represent the District in a positive and professional manner.
- \* (30) Respond to inquiries and concerns in a timely manner.
- (31) Perform other duties as assigned.
- \* (32) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 01

Adopted 8/2/11