

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: PLUMBING FOREMAN MAINTENANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under occasional supervision, assists in and supervises skilled level work in the general maintenance work required to maintain and/or replace water lines, sewer lines, commodes, sinks, water tanks, fountains, etc., and water distribution systems and waste water treatment plants of the various facilities of the Guilford County Schools System in an efficient and safe manner. Work involves performing a variety of repair or replacement functions related to plumbing, minor electrical work related to hot water heaters and well water controls, and developing work schedules to ensure all projects are performed and completed. Work also involves performing special skills in a specific work area and/or performing in a lead position. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to the Program Administrator III – Energy.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Ensures work orders and invoices are processed with accurate data and within the district's work orders processing parameters.

Supervises workers performing skilled and semi-skilled plumbing work; determines work schedules and inspects all work projects.

Repairs and replaces broken water lines; un-stops sewer lines and drains; clears commode and sink drains.

Performs maintenance and installation functions associated with all water system equipment.

Replaces and repairs hot water tanks; repairs garbage disposal; repairs circulating pumps; replaces booster heaters.

Repairs shower valves, shutoff valves, fountain coolers, and mixing valves.

Installs new ground work; arranges for review by State Inspectors.

Installs and services gas hot water heaters, gas piping, air lines, etc.

Installs storm drainage and designs piping for such systems.

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Ensures the safe and efficient operation of fixtures, apparatus, and other elements of water distribution.

Monitors storm water management involving regular inspections.

Trains crew members on proper methods, procedures, and correct utilization of tools and equipment.

Sets up continuing education training monthly for plumbers on new or existing products.

Draft specification and develops technical information for such specifications.

Processes well water and wastewater reports monthly to state board and maintains records for both well water and waste water for three years.

Maintain grease trap and septic tank testing and monitoring.

Maintains accurate inventory of school owned tools, equipment, and supplies.

Maintain backflow testing reports and performing services.

Processes well water reports and quarterly testing of drinking water wells.

Assists in planning and design of plumbing systems for new construction and renovation projects.

Reviews work of subordinate workers to ensure work is performed in accordance with standard procedures.

Maintains responsibility for all tools, materials and equipment utilized on a daily basis.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring all trade personnel are trained in the proper use of all materiel

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handling equipment (MHE) and Heavy Operating Equipment assigned to the section.

Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

### **ADDITIONAL JOB FUNCTIONS**

Reviews all work orders, bills and capital outlay projects.

Will possess and maintain a Nextel for 24-hour on call service support. Every ten weeks, takes an emergency pager for on call service for one week for additional trades.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, with vocational training in plumbing and utility work, 3 to 5 years of experience in water utility maintenance; or any equivalent training and experience which provides the required skills, knowledge and abilities. Obtain valid C-Well license. Obtain valid Wastewater license, Substance license, Spray irrigation license, North Carolina well contractor's license, North Carolina state plumbing license, and North Carolina back flow license.

### **SPECIAL REQUIREMENTS**

Complete 24 hours of continuing education in areas of different licenses. On call 24-7 every ten weeks. Must possess a valid Plumber's License issued by the State of North Carolina. Position calls for a valid C-well, Grade 1 wastewater, and subsurface license now with state and federal regulation changes. Employee is responsible to post N.C. State Plumbing license in the name of Guilford County Schools. The license must be surrendered to GCS and cannot be used for personal gain. Foreman shall assign his/her license to Guilford County Schools qualifying the school district to pull Plumbing permits. Foreman shall supervise all plumbing work in accordance with State requirements. The cost of maintaining license and qualifier status will be paid by Guilford County Schools.

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

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**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including sewer machines, jet machines, back hoes, pipe cutters and various plumbing tools, etc. Must be physically able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 200 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates and/or assistants.

**Language Ability:** Requires the ability to read correspondence, reports, work orders, invoices, bids, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare reports, purchase orders, activity logs, etc. according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

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**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of plumbing systems, equipment, and fixtures.

Thorough knowledge of approved plumbing methods, practices, code requirements and safety standards.

Considerable knowledge of the tools and equipment used in the installation and repair of plumbing systems and equipment in School System buildings and facilities.

Considerable knowledge of the occupational hazards and safety precautions of plumbing work and other trades required of the position.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the maintenance requirements of plumbing and related equipment.

General knowledge of the procedures, materials and equipment related to the electrical, carpentry, mechanical, and landscape maintenance trades.

Skill in the use and care of hand and power tools and equipment necessary to perform plumbing installation and repair tasks.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret blueprints and schematic drawings.

Ability to train, develop and support staff.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.