

9.17.02 MASTER PLUMBER

Reports To: Director of Supportive Services

Dept/Campus: Maintenance

Wage/Hour Status: Nonexempt

Length of Contract: 260

PRIMARY PURPOSE/FUNCTION:

Maintain the flow and drainage of water, air, and other gases by assembling, installing, and repairing pipes, fittings, and plumbing fixtures district-wide. Maintain and provide for the safe conditions and operations of all plumbing systems In district facilities.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED
Valid driver's license
Arkansas Master Plumber license

Special Knowledge/Skills:

Knowledge of plumbing repairs, maintenance, and installations techniques
Knowledge of plumbing codes
Ability to read and interpret blueprints, diagrams, schematics, and written reference material
Ability to diagnose and resolve problems
Ability to perform mathematical calculations
Ability to use hand and power tools

Experience:

Five years experience and education in the plumbing field

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Assemble, install, maintain, and pressure test all pipes, fittings, and fixtures of heating,

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water, drainage, sprinkler, and gas systems according to specifications and plumbing codes.

5. Install and repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc.
6. Repair dishwashers and kitchen equipment that incorporate gas or water consumption.
7. Receive and complete work orders.
8. Install equipment.
9. Assist in cabinet making.
10. Serve as a locksmith for the district.
11. Assist in floor repair and installation.
12. Change out plugs, bulbs, switches, etc.
13. Assist on any maintenance, repair project.
14. Select material and hardware and make time and materials estimate.
15. Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders.
16. Maintain accurate records on material and labor used.
17. Maintain inventory of district-owned tools, equipment, and materials.
18. Inspect job upon completion and ensure areas are clean.
19. Work with building principals and supervisors to complete projects.
20. Detect needed repairs on building, grounds, and equipment following established inspection procedures.
21. Respond to emergency calls as needed.
22. Perform preventative maintenance on tools and equipment.
23. Operate tools and equipment according to established safety procedures.
24. Ensure that equipment is in safe operating condition.

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- 25. Follow established safety procedures and techniques to perform job duties including lifting.
- 26. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 27. Other duties as assigned.

EQUIPMENT USED:

WORKING CONDITIONS:

Mental Demands:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying; work in tiring and uncomfortable positions, and around gas lines, around fumes and toxic chemicals, outside and inside, exposure to extreme temperatures, frequent district-wide travel

Date Adopted: August 2, 2007

Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date