

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Master Plumber – Project Leader
Prepared Date: 7/15/2002
Revised Date: 9/1/2021
Work Year: 261 days
Department: Facilities
Reports To: Trades Foreman
Salary Range: Project Leader – ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Master Plumber – Project Leader is to be responsible for providing commercial level plumbing design, construction, upgrade, and repair to District facilities. Respond to emergencies involving water, wastewater, or natural gas systems. Monitor and test various plumbing systems. Coordinate inspections for contractor performed work in renovations and new construction projects. Locate water mains and sewer connections for various projects. The Project Leader repeats instruction from supervisors to workers in the group. Assigns work to the group and directs projects while setting the work pace. Must demonstrate proper methods or techniques involved in the tasks to be accomplished. He/she is responsible for plans, blueprints, materials, and tools being available on the job. The Project Leader informs supervisors of impending problems, urges and advises employees to follow instructions and meet deadlines, and reports to the supervisors as to the status of the work assigned. The Project Leader inspects work in progress and assures that safety and fire rules are followed.

QUALIFICATIONS:

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. 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.

REQUIRED:

- High School Diploma or equivalent
- Minimum of five (5) years of experience in plumbing installation, construction, maintenance, and preventative maintenance.
- Valid Colorado State Master Plumber License
- Valid Colorado driver's license. Employee will be required to drive one or more District vehicles. Employee must be insurable by the District's insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Experience in an organization maintaining multiple buildings and sites

SKILLS AND KNOWLEDGE:

- Critical thinking, problem solving and troubleshooting skills.
- Thorough knowledge of plumbing codes.
- Must demonstrate proficiency in areas of training/certification prior to advancement to this level.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities
- Ability to promote and follow Board of Education policies, district and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those 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.
- Ability to complete and authorize applications for plumbing building permits at the state and local level (on-line and hard copy), to inspect all work, and to verify compliance with applicable plans, specifications, and codes.
- Ability to establish and maintain harmonious relationships with public and coworkers.

- Ability to coordinate the work effort of Journeyman Plumbers and is responsible for assuring that work assignments of group members are carried out and completed.
- Ability to work with the Journeyman Plumbers and set work pace.
- Ability to assign work and check progress of journeyman plumbers.
- Ability to institute that all safety, work, and fire standards are followed.
- Knowledge of potable water, wastewater, air, gas, and other fluid flow systems
- Knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in plumbing
- Knowledge of the uses and purposes of hand and power tools and equipment used on construction and general maintenance.
- Knowledge of the assembly and operation of labor saving devices such as scaffolding and personnel and material handling equipment.
- Sufficient math skills to make measurements and estimate costs.
- Ability to install, modify, and repair new and existing utility, supply, and disposal systems and equipment
- Knowledge of the makeup, operation, and installation of various plumbing systems, equipment and controls.
- Ability to install, maintain, modify, repair, trouble-shoot (trace and locate defects), load and test new and existing plumbing lines, systems, fixtures, controls, and equipment.
- Ability to plan and layout the routing, placement, slant, slope, fall, and proper operation of various systems and equipment
- Ability to locate and tap main lines, set up system routes, place and cut route openings, place hangers for proper level and slope, and determine and install valves, traps, and unions needed for proper operation of system
- Ability to work from, interpret, and apply building plans, blueprints, and sketches, use shop mathematics, and layout such things as angles, arcs, and circles
- Ability to plan and lay out the routing placement , type, size, balance, load, continuity, and proper/safe operation of plumbing lines, systems, equipment, and controls.
- Ability to determine, arrange, plan, and route plumbing lines, fittings, connections, and controls.
- Operating knowledge of power tools and trade hand tools.
- Operating knowledge of water meter and locaters, backhoes and trenchers required.
- Operating knowledge of high lifts, bucket truck, boom truck and man lift required.
- Operating knowledge of and experience with personal computers and peripherals and typical office equipment, such as telephones, copier, fax machine, Email, etc. required within 6 months after hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of

all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Perform major plumbing repairs. Inspect, maintain, and repair complete plumbing systems, equipment, appliances, controls, and fixtures, for water, steam, wastewater, gas, and other fluid flows. Solder and sweat pipe lines and joints.
- Work from sketches, drawings, and blueprints to install, maintain, and repair equipment, devices, and fixtures such as toilets, sinks, fountains, hot water heaters, dish-and clothes-washing machines, vacuum breakers, backflow devices, gas appliance safety controls, steam tables, plumbing fixtures, drains, sinks, sumps, pumps, water heaters and loops, and showers.
- Accesses and retrieves work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Install, test, maintain, and prepare documentation about the testing and maintenance of backflow devices, fire sprinkler devices, and fixtures. Maintain, repair, and may construct lift stations.
- Install, maintain, and repair air and gas piping systems for cooking, heating, cooling and welding. Survey gas safety devices and other plumbing equipment that may need repair or replacement.
- Troubleshoots and repairs breakdowns such as clogged drains and fixtures. Remove obstructions, repair lines and fixtures, and install preventative enhancements. Unplug and reroute water and control lines.
- Operate specialized and demanding machinery such as but not limited to that which is used for trenching to locate, dig, and otherwise aid in construction, upgrade, and repair of lines and pumping stations.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- This position may guide the work of, train and assist lower licensed level Plumbers, as needed.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities and Construction Management.

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 DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 7.5-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 - 7.5 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate but a employee may be exposed to very loud noises that can damage hearing without proper protection. The employee may work

inside and outside in all different weather conditions including extreme cold and extreme heat. The employee may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. Regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work using power tools and systems