



EMPLOYEE NAME: \_\_\_\_\_

Revised: 3/96; 1/98; 4/04; 1/08; 3/10; 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Plumber, Master	<b>JOB CODE:</b> 456C
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Maintenance Services	<b>WORK DAYS:</b> 258
<b>REPORTS TO:</b> Supervisor, Maintenance Services	<b>PAY GRADE:</b> Rank C (NW03)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Provides support to Maintenance Supervisor by performing installation and maintenance on all CCSD plumbing systems and the components; provides leadership and training to assigned helper.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver's license; Master Plumber's license
3.	Experience: 5 years of experience in plumbing.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; walking, standing, kneeling, negotiating stairs and ladders, lift and transport 75 pounds over short distances.
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills; proficient in the installation and repair of all infrastructure plumbing lines and associated equipment such as, but not limited to, water and sewer lines, water fountains, lavatories, urinals; ability to correctly and safely operate all tools, test equipment, County vehicles and equipment; leadership skills; high degree of technical competence.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides direction to assigned Maintenance Helper to ensure all assigned tasks are completed promptly and accurately; provides feedback to supervisor in the event of any areas of non-performance.
3.	Promotes good relations and displays a positive image with customers, the public and peers.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
6.	Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
7.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
8.	Plans, stages, and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
9.	Initiates and completes assigned projects in a timely and accurate manner.
10.	Reads blue prints, schematics and building plans.
11.	Recommends types of equipment and supplies for purchase.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_