

JOB DESCRIPTION



Position Title: Plumber/Building Maintenance Specialist

Department: Facilities

Employment Category: Professional Staff

Primary Location: District-wide
Base on the Douglas Campus

FLSA Classification: Non-exempt
Remote Work Eligible: No

Parameters: 40 hours/week; 12 months/year **Pay Grade:** PS09

Position Summary: The Plumber/Building Maintenance Specialist is responsible for conducting inspections, preventative maintenance, repair and installation of college facilities and equipment with emphasis on plumbing systems and for assisting other construction trades with routine maintenance, to include equipment installation and construction projects.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Installs, maintains and repairs the college's air, gas, water and drainage systems, including distribution piping, fittings, fixtures and equipment; monitors and maintains well water and wastewater equipment and infrastructure, including their associated treatment systems

Assists with maintenance and repair of irrigation, storm drain and sewage lines, and hydronic pipe systems, including commercial appliance installation, maintenance and repair

Surveys the college's plumbing related infrastructure and equipment for functionality and adequacy; visually inspects the physical integrity of utility provided natural gas, water and sewer systems; identifies deficiencies and takes corrective actions to resolve potential issues or needed repairs

Adheres to trade quality work standards and practices, building codes, fire protection regulations and OSHA requirements; maintains an adequate plumbing supply inventory; maintains tools and equipment in good working order, as well as a clean and organized work space

Assists with managing contracted fire safety and backflow preventer system inspections, to include scheduling and record keeping; tracks and performs all required in-house inspections of fire risers, fire extinguisher and suppression systems

Uses the Computerized Maintenance Management System (CMMS) for all plumbing system preventative and corrective action maintenance; recommends adjustments to maintenance tasks and frequencies, as needed

Assists with reviews of project drawings to verify accuracy and completeness, work scope evaluation, and procurement of related materials and equipment

Responds to emergent call-outs, tasking and work orders, as assigned by supervisor

Performs other related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

High School Diploma or equivalent

Three years of related experience

Valid driver's license

Additional trades training and/or certifications preferred

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of preventative and general maintenance in the construct trade industry

Skilled in the use of hand and power tools used in the plumbing trade

Knowledge of building codes, safety regulations, trade skills and work practices

Ability to read and follow blueprints and schematics

Ability to multi-task, organize, prioritize, and follow through to completion with attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, peers, other employees, students and the public

Work Environment: Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important.

Reports to: Building and Grounds Manager

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.