

EMPLOYEE NAME: _____

 Revised: 3/96; 1/98; 4/04; 1/08; 3/10; 10/12; 6/18;
 6/23,7/23

JOB DESCRIPTION

POSITION TITLE: Plumber, Master	JOB CODE: 456C
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Supervisor, Maintenance Services	PAY GRADE: Rank C (NW03)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: 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; Unrestricted Master Plumber license. (A minimum of 5 years of experience in commercial plumbing may be used in lieu of the Unrestricted Master Plumber 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, and urinals; knowledge of Georgia State Minimum Standard Plumbing Code to review installations completed by outside contractor, ability to operate all tools correctly and safely, 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 blueprints, 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 _____