



Classification Summary

Lead a crew of plumbers by prioritizing work orders, coordinating work schedules, and ensuring projects are completed in a timely and cost efficient manner. Maintain mandated records of plumbing activities by developing and implementing associated records relating to maintenance systems. Ensure that both in-district and contracted plumbing projects are in compliance with building codes which includes the filing of required permits. Perform duties of a plumber and other related leadworker duties as required.

Distinguishing Characteristics

This classification is distinguished from the plumber class by additional responsibilities to inspect plumbing projects, determine necessary supplies and resources, and otherwise lead and coordinate the activities of other plumbers and plumbing crews.

Supervisory Relationships

Reports to a Maintenance Department supervisor or a maintenance project coordinator. Provides technical assistance and training to other plumbers or crews of plumbers.

Examples of Duties

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks found in positions of this classification. These serve as examples only and are not to be considered all-inclusive or exclusive.)

1. Receive, prioritize and schedule plumbing projects including estimating resources, supplies and cost. Ensure that equipment and supplies are maintained.
2. Train and perform other lead worker responsibilities overseeing the work of plumbing crews. Inspect projects to ensure work quality and cost efficiency are complied with.
3. Ensure that safe work practices and techniques are complied with by all workers supervised.
4. Perform all responsibilities of plumbers and plumbing crews as needed.
5. Complete work sheets, work orders, and other related paper work.
6. Complete employee performance appraisal task assigned. Perform related work as required.
7. Install, repair or replace pipes, fittings, water purification systems, backflow prevention devices, and sewage treatment systems. Perform seasonal irrigation repair.
8. Inspect repair site, determine necessary materials and submit purchase order; transport materials to work site. Match replacements to existing equipment.
9. Inspect facilities and estimate costs and timing for new installations or replacement of obsolete equipment using sketches, blueprints or specifications and oral or written instructions. Consult with architects, engineers and contractors to develop estimates.
10. Coordinate activities with custodians, staff and other trades to minimize classroom disruption.
11. Maintain accurate records of work performed and materials used.
12. Assure water shut-off to areas under renovation.
13. Maintains regular and prompt attendance.
14. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of project estimating, coordination, and controlling.
2. Knowledge of techniques in evaluating, prioritizing and scheduling projects.
3. Knowledge of the tools, equipment and techniques of the plumbing trade.
4. Knowledge and application of plumbing trade codes.

5. Ability to organize work crews, communicate technical information and plumbing specifications, and provide directions.
6. Strong client service orientation and ability to communicate effectively, both verbally and in writing.
7. Ability to operate ditch witch trencher equipment.
8. Ability to operate hand tools and power tools, test gauges, pipe cutter, pipe threader, and tubing bender.
9. Ability to track and locate plumbing malfunctions.

Minimum Qualifications for Class Entry

1. Extensive plumbing experience and possession of State of Oregon Journeyman Plumbers license and State certification for testing of backflow devices.
2. Possession of a valid State of Oregon Driver's license.

Work Environment

Work is performed in the maintenance department shop or in District buildings. Work may involve lifting heavy materials, exposure to inclement weather, and working in tiring or awkward positions. Incumbents may be required to perform emergency repairs during evening or weekend hours.