

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Plumber Assistant Supervisor	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0675	WORK YEAR:	12 Months
DEPARTMENT:	Facilities and Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-01-65
		HR REVISION:	06-11-10

BASIC FUNCTION:

Perform journey-level skilled plumbing work to maintain safe and sanitary plumbing within the guidelines of the uniform plumbing code for all buildings and sites; train and provide work direction to assigned skilled plumbing staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform journey-level skilled plumbing work to maintain safe and sanitary plumbing within the guidelines of the uniform plumbing code for all buildings and sites. **E**

Train and provide work direction to assigned staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Assist in planning, scheduling, and leading the day-to-day operations of assigned staff. **E**

Notify Underground Service Alert for outside utilities to be located before any work begins underground; identify and locate site utilities for contractors performing work on buildings or sites. **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories. **E**

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects. **E**

Learn to program or re-program miscellaneous energy management systems utilizing a computer. **E**

Respond to after-hours emergency situations as directed. **E**

Install, service, maintain, regulate, repair, and replace plumbing lines, fixtures, fittings, and equipment to comply with the uniform plumbing code, Americans with Disabilities Act (ADA), other requirements, and state and local guidelines. **E**

Install, repair, and test steam, hot water, tap water plumbing systems, diagnose malfunctions, and determine repair needs. **E**

Repair, remove, and replace water lines, sewer lines and laterals, gas lines, gas regulators, hot water heaters, supply and return of hot water boilers, vacuum and supply pumps, drinking fountains, faucets, toilets, and other equipment and systems. **E**

Install, repair, and maintain irrigation systems to include pumps and clocks; hook up water mains. **E**

Install, maintain, and perform annual certification of all reduced pressure backflow assemblies; install, maintain, and service air compressors and all fire sprinkler system. **E**

Repair and replace plumbing related equipment in school swimming pools. **E**

Maintain and service gas mains, water lines, sanitary sewers, storm drains, down spouts, and pipes; clean and clear cafeteria grease traps in compliance with Environmental Protection Agency (EPA) standards. **E**

Operate a variety of inspection and specialized repair equipment including power roto-rooters, power snakes, and a variety of power and hand tools; operate a district vehicle to conduct work; lift and carry heavy objects. **E**

Coordinate with other craftsmen as necessary. **E**

Order inventory and equipment needed to maintain plumbing; maintain service, repair, and other records as required. **E**

Work from blueprints, sketches, shop drawings, and diagrams; update files and plans to reflect changes in plumbing. **E**

Perform duties wearing appropriate protective clothing, approved respirator, and other equipment when necessary. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four-year plumber apprenticeship program or equivalent. Six years of journey-level plumbing experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license; employee entrance evaluation (lifting test); physical examination for wearing respirator. Attend asbestos awareness training within six months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, and equipment used in the maintenance and repair of plumbing.

Principles of training and providing work direction.

Uniform plumbing code, Americans with Disability Act, and Environmental Protection Agency standards.

Policies, regulations, and state and local guidelines pertaining to a typical school.

Operation of a computer and related software.

Basic record-keeping techniques.

Safe working methods and procedures.

Health and safety regulations.

Technical aspects of field of specialty.

ABILITY TO:

Perform journey-level skilled plumbing work to maintain safe and sanitary plumbing.

Train and provide work direction to others.

Accurately estimate labor and material costs.

Work from blueprints, sketches, shop drawings, and diagrams.

Learn to program or re-program miscellaneous energy management systems.

Operate a computer and related software.

Maintain records, and prepare complete and concise reports.

Operate equipment such as power roto-rooters, power snakes, and a variety of power and hand tools.

Understand and follow oral and written instructions.

Communicate effectively and work cooperatively with others.

Prepare and maintain service and repair records.
 Diagnose malfunctions and determine repair needs.
 Work independently with minimal supervision.
 Work efficiently to meet schedules and timelines.
 Operate a vehicle, and observe legal and defensive driving practices.
 Lift and carry heavy objects according to safety regulations.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor environment; work in cramped or confined space; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Lift and carry heavy objects; ascend and descend ladders; dexterity of hands and fingers to operate specialized tools and equipment; bend at the waist; reach overhead, above the shoulders, and horizontally; stand, kneel, or crouch for extended periods of time; hear and speak to exchange information; see to perform work.

SAMPLE HAZARDS:

Work in a cramped or restrictive work chamber; exposure to offensive or unhealthy vapors and fumes; exposure to asbestos, lead, acids, hepatitis, and other hazardous materials; cuts and burns from equipment use; metal, fiberglass, glass, and wood splinters.

(Former Title: Plumber Assistant Foreperson)

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date