



Job Title:	Plumbing Supervisor	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Maintenance	Pay Grade:	Maintenance Pay Group 5
Dept. /School:	Maintenance Department	Date Revised:	11/07/2011

Primary Purpose:

Responsible for all plumbing installations, maintenance, and preventative maintenance on all district facilities.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas driver's license
Valid Texas journeyman plumber license and master's license

Special Knowledge/Skills:

Knowledge of plumbing repairs, maintenance, and installation techniques
Knowledge of plumbing codes
Ability to read and interpret blueprints, diagrams, schematics, and written reference material
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience:

Five years experience in plumbing field

Major Responsibilities and Duties:

Facilities, Maintenance and Repair:

1. Assign priority to plumbing work orders and process them.
2. Estimate cost of repair projects including labor, materials, and other related cost.
3. Assign all repairs to plumbing personnel and oversee completion.
4. Perform repairs and assist skilled workers to complete repairs and installation as needed.
5. Work cooperatively with principals and facilities managers to schedule and complete projects and repairs.
6. Interpret blueprints, diagrams, schematics, and written reference material.
7. Select material and hardware and make time and materials estimates.
8. Maintain accurate records on material and labor used including payroll cost.
9. Conduct on site inspections of projects and repairs during and after completion.
10. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.

11. Respond to emergency calls as needed.
12. Conduct monthly training meetings.

Safety:

13. Perform preventive maintenance on tools and equipment.
14. Operate tools and equipment according to established safety procedures.
15. Ensure that equipment is in safe operating condition.
16. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Inventory and Equipment:

18. Prepare, implement, and maintain preventive maintenance schedules for maintenance and repairs of tools and equipment.
19. Order tools, equipment, and supplies and maintain accurate records.
20. Recommend replacement of any existing equipment.
21. Conduct an inventory of physical equipment and supplies.
22. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the work of the plumbing personnel, including apprentice, journeymen, and licensed personnel.

Equipment Used:

Hand and power tools; pipe bender; propane torch; welding equipment; sewer rooter; heavy equipment, including forklift, trencher, backhoe. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, around gas lines, around fumes and toxic chemicals, outside and inside. Exposure to extreme temperatures. Frequent district wide travel.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.