



GENERAL LEAD PLUMBER

Job Description

October 6, 2016

Job Code: 344DLP

CLASSIFIED

Bargaining Unit: Plumbers (23)

Description of Work

General Statement of Duties

Supervises and participates in performing plumbing work involved in the installation, maintenance and repair of gas, water and sewer systems and all fittings and accessories.

Supervision Received

Works under the general supervision of the Maintenance Supervisor or Assistant Director, Facilities.

Supervision Exercised

Exercises general and technical supervision over lead plumbers and/or journeyman plumbers.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Supervises, plans, assigns and performs work involved in the installation, maintenance and repair of gas, water and sewer systems, the installation and repair of water pipes, fire hydrants, valves, bathroom and toilet facilities, kitchen sinks, laundry equipment, gas ranges and all accessories and fittings.

Supervises and performs lead pipe work, the wiping of joints and the installation and repair of iron, copper, brass, lead or other pipes and fittings.

Plans, prioritizes, manages and coordinates multiple projects ranging from the routine to the complex. Monitors the overall distribution of projects and develops factors for measuring project success

Identifies potential future projects that will improve the District's gas, water and sewer systems; prepare and present a proposal of the project to department management.

Prepares reports, estimates and specifications and makes recommendations.

Maintains records of materials, supplies, employees and work performed.

Orders the materials required for a job and coordinates their delivery to the work site.

Coordinates the workload of several work crews assigned to multiple work sites.

Coordinates and supervises the workflow of the Plumbing department.

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Responsibilities (continued)

Maintain records of materials, supplies, employees and work performed.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Performs other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of the standard tools, materials, methods and safe work practices of the plumbing trade.

Basic computer and mobile device skills, including proficiency in a corrective and preventative work order system, work processing and data manipulation.

Considerable ability to supervise the installation and repair of gas, water and sewer systems and related pipes and fixtures.

Considerable ability to understand and follow drawings, blueprints and instructions.

Considerable ability to supervise, train and provide work direction to employees.

Considerable ability to independently plan, prioritize, manage, and coordinate multiple projects ranging from the routine to the complex.

Considerable ability to effectively listen, speak, write, and interact effectively with all customers.

Working ability to manage and coordinate the staff's priorities and work performance to achieve desired results.

Ability to compile, manage, and report performance data and assist the supervisor in conducting consistent, fair, and equitable performance evaluations.

Ability to assist in identifying and responding to the needs of all customers.

Ability to complete required departmental forms, records, and daily reports in a thorough and timely manner.

Ability to frequently perform fine motor skills and grasp objects.

Ability to frequently withstand repetitive motion of the neck and trunk.

Ability to frequently lift up to 15 pounds.

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Knowledge, Skills and Abilities (continued)

Ability to occasionally lift up to 50 pounds and maneuver around obstacles under adverse conditions.

Ability to occasionally push and pull various tools.

Ability to frequently work in areas with limited space.

Ability to kneel, crouch, squat, reach to shoulder height and above for up to 30 minutes at a given time.

Ability to occasionally climb ladders.

Ability to operate a lift.

Minimum Qualifications

- High school diploma or G.E.D. certificate.
- Possession of a certificate evidencing the completion of training as a Registered Apprentice Plumber and seven years of experience as a Journeyman Plumber
- Must possess a certificate of competency as a journey-level plumber issued by the City of Saint Paul.
- Must possess a Master Plumber licensed issued by the State of Minnesota and a Master Plumber certificate of competency issued by the City of Saint Paul within one year of appointment.
- Successful completion of the Principles of Supervision course offered by the University of Minnesota College of Continuing Education or successfully complete the course within one year of appointment.
- Must possess a certificate showing completion of training in PRO 10 through the union or successfully complete the training within six months of appointment.
- Must possess and maintain a valid Minnesota Class D driver's license, or equivalent out-of-state license, with no revocations or suspensions including for the two year period prior to the date of employment. Please note that a candidate's driving record will be reviewed prior to an offer of employment.