

**Roswell Independent School District
Job Description**

Job Title: PLUMBER

Reports To: COORDINATOR OF MAINTENANCE

General Job Description:

Under indirect supervision of the Coordinator of Maintenance, repair and install all types of plumbing services and fixtures.

Essential Duties and Responsibilities:

1. Diagnose and repair all types and brands of water delivery devices and systems.
2. Maintain free flowing waste disposal plumbing.
3. Installation of new plumbing devices and service delivery systems.
4. Order and account for supplies, materials and equipment as required or needed.
5. Using the current work order system: Perform tasks on work orders assigned in a capable and timely manner. Complete and turn in work order paperwork in a timely manner with purchases, labor, and work performed listed.
6. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
7. Complete records and reports as required in a timely manner.
8. Maintain facilities security.
9. Complete annual gas inspections.
10. Communicate with supervisor(s) and co-workers.
11. Work cooperatively with colleagues, supervisors, and administrators.
12. Follow District policies and administrative rules and regulations.
13. Know what to do to successfully complete assigned work.
14. Demonstrate ethical behavior.
15. Engage in self-development.
16. Maintain behavior appropriate to performing and accomplishing assigned duties.
17. Project over-all concern for personal appearance as it relates to job performance.
18. Maintain assigned uniforms, equipment, tools and shop area in operable, safe and attractive status.
19. Maintain confidentiality with sensitive matters and treat people with respect and dignity.
20. Work with a wide variety of individuals in a highly stressful environment.
21. Be flexible and able to prioritize tasks.
22. Communicate in well-organized oral and written forms.
23. Report to work on time and work no less than 8 hours per day.
24. Work independently with very little supervision.
25. Maintain mental capacity which allows the ability to make sound decisions and demonstrate intellectual capabilities.
26. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
27. Perform other related duties/functions as deemed appropriate by your supervisor.

Qualifications:

1. High School diploma or GED.
2. Valid Driver's license appropriate for operating vehicles of size required of this position
3. Possess and maintain a Current New Mexico Journeyman's level plumbing license.
4. One to three years successful Commercial experience in the plumbing trade.

Physical Requirements:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead, in tight areas, off of ladders, off of scaffolds, at floor level (on knees).

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4. Hand/eye coordination, normal range of sight.
5. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people.
6. Full mobility of fingers/hands.
7. Ability to operate heavy equipment such as front end loader, back hoe, bobcat, fork lift, etc. in a safe manner.

Safety and Health Requirements:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials.
3. Complete all required training.
4. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Hand tools, equipment, chemicals, and materials particular to this trade skill. Work vehicle, material handling equipment, ladders, work platforms, sewer machines, backhoe, trenchers, tractors and all equipment related to plumbing.

Work Environment:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, to working outside in very cold temperatures. Work schedule will be assigned to best meet the needs of the students and may be altered at any time to accommodate the students. Overtime will be assigned on an as needed basis to take care of emergency situations. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date