**Pittsburg State University**

**Job Description**

**Plumber (G0N126)**

**FLSA Status:** Non-Exempt
**Grade: 007 Hourly Staff**

**Job Family:** Campus Operations and Services
**Career Ladder:**

**Updated: 2/5/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function:** The primary function of the Plumber job is to perform highly skilled tasks in the plumbing, welding, and steam fitting trades**.**

**Supervision and Instruction Received:** Positions assigned to the Plumber job typically report to a Maintenance Supervisor but may also report to supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interactions (purpose, with whom, frequency):** Employee has daily contact with other employees on the job, including contact with university faculty, staff, and students when assigned to academic buildings.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Plan, install, repair and maintain copper, steel, cast iron, plastic, and clay piping systems in order to maintain hot and cold water supply systems, sewage, and drainage systems in operational condition and to control the movement or containment of fluids and gases.
2. Repair and install return pumps, sump pumps, circulating pumps, and safety valves.
3. Install and repair hot water tanks, water lines, plumbing fixtures, and specialized kitchen and laboratory equipment; open, repair, and/or replace clogged pipes, traps, sinks, and stools.
4. Assists with the removal of asbestos.
5. Supervises craft helpers in performing unskilled and semi-skilled plumbing tasks.
6. Plan, fabricate, install and maintain extensions and modifications to steam distribution and steam condensate collection systems.
7. Rebuild circulating pumps on the heating and cooling systems, condensate and boiler feed pumps (steam generating and heating equipment) by replacing defective bearings, seals, packing, shafts, and other pump parts.
8. Plan and install plumbing and fixtures in renovation or construction projects by removing all items to be replaced.
9. Perform duties related to backflow prevention.
10. Call Dig Safe for excavating projects; contact vendors to order material for projects. Schedule work with other departments as well as outside engineers and architects.
11. Perform other tasks as necessary for smooth plant operations, such as, installing chain link fence, back stops, parking blocks, and traffic signs.
12. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

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| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* High school diploma or equivalent.
* Six months experience as a plumber.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Climb tall ladders – Occasionally.
* Move furniture – Occasionally.
* Ability to operate telephone and basic computer skills- Regularly.
* Perform repetitive wrist, hand and/or finger movement – Regularly.
* Have precise hand-eye coordination.
* Stand and walk for extended periods – Regularly.
* Work with various cleaning solutions – Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* Position requires work inside and outside buildings and facilities.
* May be exposed to moderate noise levels.
* May work on wet surfaces.
* Must use electrical equipment with potential exposure to electricity.
* Must use chemicals.
* May need to use and climb high ladders.
* May be exposed to asbestos.
* May be exposed to extreme temperatures, adverse weather conditions, heights, ladders, electrical voltage, trenches, heavy equipment and hazardous materials.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* General tools such as hand tools.
* Power tools and other related power equipment.
* Vehicular tools such as trenchers, excavators, bobcats, loaders, bucket truck/aerial lifts.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* Valid Driver’s License.
* Able to obtain certification as a Backflow Prevention Technician.
* Able to obtain certification for the proper removal of asbestos.

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Blood borne cleaning and disposal of all waste products.
* Regular attendance is a necessary and essential function.
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
	+ Sex Offender Registry Check
	+ Criminal Record

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