

# Job Description

San Ramon Valley Unified School District

## Lead Maintenance Plumber

### Purpose Statement

The job of Lead Maintenance Plumber is done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensuring completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of plumbers; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

### Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans and work environment for indemnifying the best work locations and determine the most safe efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all plumber colleagues for the purpose of completing projects and work orders efficiently.
- Estimates time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose on conveying and gathering information required to perform job functions.
- Installs plumbing systems and fixtures for the purpose of providing enhanced and upgraded systems and capabilities.
- Diagnoses causes of problems and failures in plumbing systems for the purpose of identifying repair and replacement needs.
- Monitors buildings and facilities for the purpose of evaluating conditions, identifying necessary repairs, and recommending preventive maintenance.
- Analyzes blue prints, schematics, and drawings of plumbing systems for the purpose of determining the efficient installation of new or upgraded plumbing systems.
- Coordinates with stakeholders for the purpose of completing projects and work orders efficiently.
- Estimates time, materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Maintains a variety of work-related items for the purpose of ensuring availability and functionality in safe operating conditions.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Performs a wide variety of District repairs (e.g. backflow, broken pipes, backed up kitchen drains, broken shower nozzles, etc.) for the purpose of ensuring a workable environment.

- Researches work-related topics for the purpose of gathering information and making recommendations.
- Responds to a wide variety of inquiries for the purpose of providing information and making recommendations.
- Assists in training Maintenance Workers as needed for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in plumbing such as sewer snakes, , inspection cameras, pipe threaders, cutters, leak detecting equipment; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing installation, maintenance, and repair at a journeyman level; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Five years of experience as a plumber with increasing levels of responsibility is required

**Education (Minimum):** High school diploma or equivalent. Targeted, job related education within the trade.

**Equivalency:** Journey-level plumber.

#### **Required Testing**

None Required

#### **Certificates and Licenses**

Valid Driver's License

Backflow Certification (ability to obtain)

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA**

Non Exempt

**Approval Date**

April 19, 2022

**Revised Date**

**Salary Grade**

Range 12