

**Escambia County School District**  
**Job Description**

---

**Classification Title: Shop Leader – Plumbers**  
**Pay Grade: 23**

---

**GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to coordinate and oversee a wide variety of skilled installation, maintenance and repair work in the plumbing trade. Performs all work according to established safety standards, building codes and regulations applicable to the work. Employees functions in a lead capacity, and are responsible for ensuring the integrity of plumbing systems promoting conservative water management throughout the school district. Performs other related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates, inspects and performs operation of a wide variety of skilled work involving the installation, repair and maintenance of plumbing systems; assigns work and projects to personnel and reviews project status.
- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine manpower, tools, equipment, and materials requirements.
- Performs highly complex maintenance and repairs on plumbing piping and equipment, e.g., water/wastewater drainage equipment, irrigation systems, delivery and drainage pipes.
- May coordinate and instruct the work of entry level Plumbers; assists entry level trades staff in the completion of complex or highly skilled installation, maintenance and repair work.
- Installs and performs routine and complex maintenance and repairs of plumbing appliances e.g., water heaters and hot water tanks, disposal units, dishwashers, water softeners, garbage can washers, regulators, controls, pumps.
- Performs various skilled plumbing tasks, i.e., replaces showers, commodes, urinals; replaces plumbing fixtures; clears clogged drainage lines, replaces washers, seals leaks; replaces tubing, replaces and/or repairs insulating material on piping.
- Assembles and installs valves, pipe fittings and pipe systems composed of metals including iron, steel, brass, copper, lead and non metals including glass vitrified clay and plastic.
- Makes modifications to structures to accommodate plumbing piping and related equipment.
- Utilizes various hand and power tools, e.g., pipe cutters, cutting torch, pipe-threading equipment, solder gun, pipe glue, jackhammers, hydraulic and air-powered tools.
- Reads and interprets blueprints, sketches or building plans for information pertaining to type of material required and dimensions of plumbing system or fixture to be fabricated.
- Plans, designs and prepares paperwork for all facets of plumbing projects; maintains inventory of materials.
- Operates various automobiles and transport vehicles, e.g., car, utility truck, utility van.
- Assists other trades workers with special projects involving plumbing work.
- Performs various administrative duties, e.g., communicates and negotiates claims and repairs with insurance companies; estimates time and materials for repairs.
- Maintains various records and reports, e.g., records work order logs, maintains inventory of materials, evaluates and prepares cost estimates for various projects.
- Conforms to safety standards as prescribed.
- Performs special duties as directed.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

High school diploma, GED or other equivalent; supplemented by six (6) years commercial experience in skilled plumbing work, to include experience in a senior position; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **LICENSES AND CERTIFICATES:**

Must possess and maintain a valid Driver's License.  
Journeyman Plumbing License required; Master Plumbing License preferred.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE OF:**

Supervisory principles and practices. Tools, methods, materials, and techniques of the specialty area. Operation and maintenance of hand and power tools. Occupational hazards and safety precautions. Basic mathematics.

### **SKILL IN:**

Acting as a lead worker. Standards, techniques, methods, practices, and tools of the trade. Working with hand and power tools. Applicable codes and regulations. Occupational hazards and safety precautions. Basic arithmetic. Performing maintenance and repair tasks. Basic computer skills.

### **MENTAL AND PHYSICAL ABILITIES TO:**

Use of hand and power tools to perform maintenance activities. Perform basic maintenance on tools and equipment. Read and understand manuals, specifications, drawings, and blueprints. Understand and follow oral and written instructions. Work as a member of a team, becoming increasingly knowledgeable and skillful in the field chosen. Perform basic mathematical calculations. Operate a motor vehicle. While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 100 pounds.

### **WORKING CONDITIONS:**

While performing the essential functions of this job the employee is frequently exposed to outdoor weather conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, or vibration. The incumbent's working conditions are typically moderately quiet, but may be loud for limited durations while working with power tools, equipment, or machinery following all prescribed safety rules and regulations.

### **MATERIAL AND EQUIPMENT USED:**

Various power and hand tools. Testing devices and equipment specific to the specialty area. Light truck or other motor vehicle. Must be able to use and understand multi-meter (volt, ohm, amp).