



Job Title: Plumber, Apprentice

Exemption Status/Test: Non-Exempt

Reports to: Supervisor, Plumber

Date Revised: April, 2016

Dept. /School: Maintenance

Primary Purpose:

This position is in training eight (8) hours each day under the direction of a Master plumber or Journeyman plumber to learn the plumbing trade, making small repairs, unstopping sanitary sewers, repairing leaks and installing plumbing fixtures.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas driver's license with good driving record

Experience:

General knowledge of plumbing preferred

Special Knowledge/Skills:

General knowledge of plumbing preferred
Good written and oral communication and interpersonal skills
Computer proficiency preferred

Major Responsibilities and Duties:

1. Ability to follow instructions.
2. Ability to learn the plumbing trade under the supervision of a Master plumber or a Journeyman plumber eight (8) hours per day, making small repairs, unstopping sanitary sewers, repairing leaks and installing plumbing fixtures.
3. Ability to complete assignments in a timely and workable manner.
4. Ability to work safely using proper PP&E and issued safety equipment.
5. Ability to use tools, materials and equipment commonly used in the performance of plumbing work.
6. Maintain accurate records for labor, materials and hours worked for work order completion on assigned work.
7. Communicate with Principals, Administrators and staff about plumbing work at their campuses.
8. Ability to open and close work orders, keeping track of man hours, materials, purchase orders and P-Card purchases logged on each work order.
9. Perform all other tasks and duties as assigned.

Supervisory Responsibilities:

No direct reports.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.