Primary Purpose:

This position is responsible for supervising the daily operations of the Plumbing Department and staff. Supervises plumbing craftsmen in the repair, maintenance and replacement of plumbing fixtures, water fountains, check valves, gas lines, water lines, sanitary sewers, pumps, valves and water heaters, etc. Implements schedules and daily work requests to technicians for completion in a timely manner.

Qualifications:

**Education/Certification:**
- High School Diploma or GED
- Valid Texas driver's license with good driving record
- Texas Master Plumbing License required

**Experience:**
- Five (5) years' experience in commercial plumbing or school maintenance
- Three (3) years' supervisory experience

**Special Knowledge/Skills:**
- Knowledge of state and local plumbing codes
- Ability to work with state and local officials, utility providers for GISD
- Knowledge of sanitary sewers, domestic water, storm drains, plumbing fixtures, Gas lines, water fountains, pumps, valves, water heaters, check valves, etc.
- Able to respond to emergencies and after hour call outs.
- Good written and oral communication and interpersonal skills
- Computer proficiency in Microsoft Word, Excel and Outlook

Major Responsibilities and Duties:

1. Supervise plumbing crews on a daily basis in the repair, maintenance and replacement of plumbing fixtures, water fountains, check valves, gas lines, water lines, sanitary sewers, pumps, water heaters, etc. Scheduling their work daily through the School Dude work order system.
2. Knowledgeable of State and Local plumbing codes, works closely with City municipalities and utility providers for GISD to help expedite issues quickly.
3. Oversee the safety of all workers, making sure that proper PP&E are being issued and training is provided on all equipment and tools being used.
4. Assists with preparing the annual budget for the Plumbing Department.
5. Communicate with Principals, Administrators and staff about plumbing work at their campuses, job start dates, completion dates and quality of work being done.
6. Ability to estimate and give quotes for plumbing work and projects with timelines and completion dates.
7. Ability to open and close work orders, keeping track of man hours, materials, purchase orders and P-Card purchases logged on each work order.
8. Ability to follow procurement processes for the ordering of materials, using purchase orders, internal material requisitions and P-Card purchases.
9. Order materials on a daily basis, have materials in the shop and delivered to the job site for work crews and filter crews.
10. Inspect work on a daily basis being completed by plumbing staff to make sure all work meets state and local plumbing codes.
11. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; 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.