



PERSONNEL COMMISSION

Class Code: 0243
Salary Range: 38 (S1)

PLUMBER SUPERVISOR

JOB SUMMARY

Under general supervision, to organize and supervise assigned crews and individual personnel engaged in general construction, installation, alteration, repair and maintenance of plumbing systems and equipment; organize and supervise welding activities and fence construction at District sites; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks routinely performed in this classification.

- Plan, organize, and supervise work of assigned personnel engaged in the installation, alteration, repair, and maintenance on a variety of plumbing systems and equipment. **E**
- Organize and coordinate new and repair welding work. **E**
- Schedule and coordinate the construction and repair of chain link fences and gates. **E**
- Assign, train, instruct, and evaluate personnel in the proper performance of duties, safe and efficient work methods and practices, and appropriate care and usage of equipment used in the plumbing trade. **E**
- Plan preventive maintenance work or programs. **E**
- Write specifications for plumbing work for construction and reconstruction projects to be performed under contract; inspect work in progress to ensure work is performed according the work standards and specifications; make reports as appropriate. **E**
- Estimate costs of materials, equipment, and labor needs required on projects. **E**
- Prepare reports on work needed to be done. **E**
- Meet with manufacturers representatives to evaluate new products, trade practices and repair and replacement of plumbing systems. **E**
- Place orders for materials, parts, tools, and equipment used in plumbing, welding and fence erection work. **E**
- Keep records of job costs and obtain current materials costs from vendors. **E**
- Meet with faculty and administrators at school sites to resolve situations that arise with plumbing, welding or fence work. **E**
- Schedule use of service equipment on the job such as tractors, air compressors, ditch diggers, trucks, backhoes, etc. **E**

- Schedule and coordinate contract maintenance and repairs on service equipment. ***E***
- Survey sites and confer with utility companies, District trades workers, and other employees to determine the best method and sequence in performing the work requested. ***E***
- Coordinate contract work to ensure it is performed in compliance with specifications and meets appropriate quality standards. ***E***
- Schedule and assign personnel to inspect contractor provided services. ***E***
- Determine elevations and general contours of sites to lay out land for proper grades for drainage of water and installation of piping. ***E***
- Set up historical files for maintenance of systems and equipment. ***E***
- Adjust employee grievances. ***E***
- Read, interpret, and work from plans, blueprints, sketches, drawings, and specifications. ***E***
- May do the work of a journey-level plumber. ***E***
- Operate a District vehicle. ***E***

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Plumber Supervisor is assigned several crews or individuals working at various locations performing tasks which accomplish necessary general construction, repair and maintenance of or to school equipment, facilities, and properties. The Plumbing Supervisor supervises licensed journey-level plumbers, certified welders and fence erectors and other maintenance personnel assigned to these trades.

EMPLOYMENT STANDARDS

Knowledge of:

General principles of supervision and training.

Utility trenching and compaction work.

Function and installation of catch basins and related drainage.

Methods, materials, tools, welding (arc and acetylene), heating, fencing, sprinklers, and other equipment used in plumbing, welding and fencing work.

Local, state, and national plumbing codes, Clean Water Act, safety standards, District rules, regulations, and standards relating to plumbing.

State fire Marshall code.

Los Angeles County Health Department Cross Connection Regulations.

Appropriate safety precautions and procedures.

Ability to:

Plan, organize, assign, supervise and evaluate the work of others.

Estimate costs of repairs, construction work, and labor requirements.
Inspect facilities and buildings to determine maintenance required.
Maintain records.
Schedule work and utilize assigned personnel effectively.
Read, interpret, and work from plans, blueprints, sketches, drawings, and specifications.
Use surveyor transit and level to shoot grades.
Keep abreast of new developments in field and apply to tasks and jobs.
Operate a vehicle observing legal and defensive driving practices.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Equivalent to graduation from high school supplemented by completion of a recognized four-year plumbing apprenticeship program or possession of a valid journey-level plumbing certificate or license issued from an authorized agency.

Experience:

One year in a lead or supervisory capacity over journey-level plumbing trade personnel performing general construction, repair and maintenance of school or similar public facilities, buildings, or properties.

OR

Four years as a journey-level plumber, preferably including some lead or supervisory capacity.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid Class C Driver's License and evidence of a safe driving record is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Employees in this class must be in possession of certification as Back Flow Prevention Device Tester, issued by the Los Angeles County Health Officer at the time of appointment.

A valid certificate issued by PIPE and County of Los Angeles showing acceptance by the State Fire Marshal in Fire Suppression Systems are desired.

Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law.

WORKING ENVIRONMENT

Indoors and outdoors; inclement weather; work in tight spaces such as vaults and under floors of buildings; dust; exposure to offensive vapors and fumes.

PHYSICAL DEMANDS

Heavy work; lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds; dexterity of fingers and hands to operate hand and power tools and equipment; stooping, kneeling, crouching, and crawling under flooring, vaults and similar spaces.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

5/83

Revised: 3/2/00

Revised: Sept. 24, 2003