



PLUMBING TRADE FOREMAN

Job Overview

The job of Plumbing Trade Foreman was established for the purpose of coordinating plumbing maintenance and repair programs for potable water and waste water treatment, irrigation, cross connects, fire sprinkler, sanitary sewer, storm drain/detention pond and hydraulic trash compactor systems. Supervises assigned skilled trades people and maintains and performs plumbing systems repairs as needed.

This job reports to the Assistant Maintenance Director.

Job Functions

- Assesses equipment, materials and labor needed to complete large and complex plumbing maintenance and repair tasks ensuring that those activities meet local, state and Federal codes and standards.
- Assists in the personnel management of department employees (e.g. selection of new hires, promotions, terminations, transfers, supervising, disciplining, training, etc.) for the purpose of maintaining staffing needs and productivity of the work force.
- Provides training and in-service programs for maintenance staff for the purpose of employee knowledge of current safety, technical, and administrative requirements and provides guidance on department and District policies/procedures.
- Collaborates with others (e.g. district administrators, district personnel, contractors, vendors, etc.) for the purpose of implementing and maintaining services and programs.
- Coordinates the services and activities of outside contractors for the purpose of ensuring that contracted work is completed in a safe, effective and timely manner; that it meets local, state and Federal codes and guidelines.
- Prioritizes and directs maintenance staff in resolving complex and difficult plumbing related maintenance issues ensuring that District locations are maintained in a safe, healthy and comfortable learning environment within budgetary limitations.
- Maintains a variety of manual and electronic files and records providing up-to-date references and complying with local, state and Federal regulatory record keeping requirements.
- Maintains assigned District tools, equipment and vehicles ensuring availability as needed to meet assigned maintenance objectives.
- Monitors the management and maintenance of the District's potable water and waste water treatment systems for the purpose of ensuring that District waste water systems are maintained in accordance with EPA and State permit requirements.
- Carries the afterhours emergency phone on a rotational basis to handle and respond to after hour emergencies to facilities across the district.



Other Functions

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

Skills, Knowledge and Abilities:

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: maintaining equipment and tools related to repair and maintenance of plumbing and wastewater systems; analyzing data; guiding others; handling hazardous materials; managing staff/performance; planning; problem solving; and basic computer/word processing.

Knowledge is required to perform algebra and geometry; read technical information, compose a variety of documents, facilitate group discussions, and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: plumbing system maintenance and repair; codes/laws/rules/regulations/policies; current and emerging plumbing and waste water management methodologies; and safety practices.

Ability is required to schedule a number of activities, meetings, and events; gather, collate, and classify data; and use job-related equipment. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; decision making; mechanical aptitude; meeting schedules/deadlines; working with frequent interruptions; and complying with OSHA regulations.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and pulling; some stooping, kneeling, crouching, and crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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



Qualifications

Minimum experience: Job Related Experience Required.

Minimum education: High School Diploma or Equivalent.

Required Testing: Alcohol and Drug Test.

Continuing Education/Training: Knowledge of potable water treatment, testing, wastewater treatment.

Required Certificates and/or Licenses: Licensed plumber with 3 years' experience or equivalent.
Valid Tennessee Driver's License & Evidence of Insurability.

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-Exempt

Employee Type: FT

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