West Valley - Mission
Community College District

Class Specification

Maintenance Plumber

Classified Position (Non-Exempt Status)
Classified Operations & Support Services Salary Schedule – Range 67

Definition

To perform routine maintenance, installation, and repair of plumbing fixtures, components and systems; to coordinate large plumbing repair jobs with outside contractors; and to assist with coordination of plumbing issues and plans in new construction projects.

Distinguishing Characteristics

This is the journey level in the single level Maintenance Plumber class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

Supervision Received and Exercised

Receives general supervision from the Director, Facilities Maintenance.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Perform minor repairs and/or replacement of plumbing fixtures, valves, and other devices.
- Inspect plumbing systems and components to assure proper functioning, including sinks and toilets, sewer pipes, and commercial grade water heaters.
- Repair and replace water heaters.
- Remove and replace valves and pipes in ceilings and underground.
- Solicit vendors for large projects; coordinate emergency or large-scale repairs with outside contractors.
- Attend new construction meetings and provide expertise with regard to plumbing plans and equipment, as needed.
- Assemble office furniture, panels, and work spaces.
- Repair drains, leaking windows, or roofs.
- Observe and report, through automated work order system, any and all defects, deterioration, and wear and tear on district facilities.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.

- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Tools, materials, and terminology used in plumbing.
- Safe work practices and procedures; applicable health and safety codes.
- Plumbing components such as layout connections, fittings, copper tubing, silver soldering.
- Basic math skills.

Ability to

- Install, maintain, and repair a wide variety of plumbing fixtures and equipment.
- On a continuous basis, know and understand maintenance activities and observe safety rules.
- Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to inspect or repair valves and pipes; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Interpret and work from sketches, drawings, plans, and blueprints.
- Read manuals, parts lists, work orders, and invoices.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible experience in plumbing or general maintenance functions.

Education

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver’s license as required by the position.

EEO Category: Skilled Craft
Approved Date: July 01, 2017