



## CLASSIFIED

### Job Classification Description

Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 23-2023/24  
DOCUMENT NO. 19-2023/24  
DATED: 09/20/2023

### MAINTENANCE TRADESPERSON - PLUMBER

**DEPARTMENT/SITE:** Maintenance and  
Operations

**REPORTS TO:** Supervisor - Maintenance

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 44

**WORK CALENDAR:** 261 Days

**FLSA:** Non-Exempt

### PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance Tradesperson - Plumber provides maintenance services with specific responsibility for ensuring completion of plumbing projects, including identifying repair and/or replacement needs; performs support as required in other skilled maintenance activities (e.g., carpentry, electrical, painting, HVAC, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at the job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

### DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the plumbing trade and provide leadership to the lower-level Maintenance Journeyperson classification, which may also provide assistance on large-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

### ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Coordinates workflow of other maintenance staff to ensure that tasks are prioritized and assigned according to individual strengths and time availability.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action, and/or comply with building and safety regulations.
- Diagnoses causes of problems and/or failures in plumbing/irrigation/stormwater/natural gas delivery systems (e.g., leaks, overflows, blockages) to identify repair and/or replacement needs.
- Estimates materials and/or equipment quantities needed to complete work projects to obtain materials and assign tasks to ensure job completion.
- Informs personnel regarding the status of work orders (e.g., supervisory staff, other maintenance staff) to provide information for making decisions, taking appropriate action, and/or complying with building and safety regulations.
- Installs plumbing/irrigation/stormwater/natural gas delivery systems and fixtures (e.g., hot water heaters, drinking fountains, toilets, and urinals, catch basins, downspouts, sump pumps) to provide enhanced and/or upgraded capabilities.
- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to

- develop and/or improve professional trade and safety awareness skills.
- Maintains tools and equipment to ensure availability in safe operating conditions.
- Participates in meetings, workshops, trainings, and seminars as assigned.
- Maintains and repairs plumbing/irrigation/stormwater/natural gas delivery systems (e.g., faucets and drinking fountains, hot water heaters and pumps, plumbing fixtures, plumbing and natural gas piping, downspouts, bubblers, roof drains, sump pumps); recommends preventative maintenance to ensure a comfortable and safe learning environment.
- Requests equipment and supplies to maintain inventory and ensure availability of items required to complete the necessary installation and/or repair.
- Responds as directed to emergency situations during and after hours to resolve immediate safety concerns.
- Estimates materials and/or equipment quantities needed to complete work projects to obtain materials and assign tasks to ensure job completion.
- Transports a variety of tools, equipment, and supplies (e.g., valves, pipe, parts, cutting/soldering tools, snakes/rooters) to ensure the availability of materials required at the job site.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- Methods, techniques, materials, and tools used in plumbing, gas delivery system, and stormwater system installation, maintenance, and repair
- Blueprints and schematics
- Safety precautions and procedures
- Plumbing codes and regulations
- Health and safety regulations
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining school buildings in a safe, clean, and orderly condition
- English usage, grammar, punctuation

#### **Skills and Abilities to:**

- Use hand and power tools skillfully and safely
- Safely operate a variety of equipment and machinery used in the plumbing trade
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Maintain routine records
- Plan and manage projects
- Train, coordinate, assign, and monitor the work of others
- Determine priorities and schedule work effectively and efficiently
- Adapt to changing work priorities
- Communicate with diverse groups
- Meeting deadlines and schedules
- Work as part of a team
- Work independently and with interruptions

**RESPONSIBILITY:**

Responsibilities include working under general supervision using standardized routines, leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalency.

**EXPERIENCE REQUIRED:**

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyman, with three (3) years of this experience performing plumbing trade-specific journeyman level work.

**LICENSE(S) REQUIRED:**

- Valid, current Class C California Driver's License to drive to various district sites and transport equipment and materials.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- AWWA Back Flow Prevention Assembly Test Certificate
- California Journeyman Plumber Certification
- After an offer of employment, obtain the following:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam C through the District's provider at District's expense
  - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations.)*

- The job is performed both indoors under minimal temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drives a vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to operate equipment, see/read documents, and computer screen