

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

PLUMBING & SAFETY SHOP FOREMAN

Purpose of Class

Supervises and manages the Plumbing and Safety Shop services and staff; oversees plumbing, fire systems and security systems for the District; assembles installs and repairs pipes, fittings and fixtures of water and drainage systems; performs related work as required.

Primary Function

The primary functions of an employee in this position is to plan, direct, monitor, and evaluate the staff and services of the District's Plumbing and Safety Shop which covers plumbing and safety systems for the District. The position is also a working supervisor and therefore repairs, installs and maintains all water and drainage systems and safety & security systems in the District, ensuring that all facilities are operating safely and effectively and in accordance with safety and plumbing codes. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Facilities Services manager. The principal duties of this class are performed in indoor and outdoor environments, sometimes performing physically demanding and hazardous duties associated with plumbing and security systems, and dealing with adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, directs, monitors and evaluates the work and performance of assigned staff;
- Prioritizes, schedules and completes work orders;
- Manages the Plumbing and Safety Shop services, including preparing required reports, reviewing and approving timesheets;
- Meets with school personnel to discuss requested projects and expected outcomes;
- Meets with engineers, architects and consultants to plan projects; monitor projects for compliance to plans and codes; monitor budgets;
- Reviews and approves purchases by staff;
- Responds to or assigns employees to calls for service on fire and security systems;
- Responds to or assigns plumbers to emergencies;
- Completes associated paperwork and computer work regarding plumbing and safety systems;
- Supervises outside contracting of District plumbing, fire systems and security projects;
- Maintain and repair plumbing fixtures and all water and sewer lines within the District;
- Assembles and installs pipe sections, fittings, valves and fixtures;
- Read, repairs and maintains plumbing-related gauges to detect and locate problems;
- Meets with inspectors and assures compliance with local authority requirements;
- Purchases parts for immediate and future needs, in accordance with District policies and procedures;

- Ensures that all District plumbing systems are in effective and efficient working order;
- Studies specifications in blueprints, sketches or building plans to determine materials required;
- Estimates amount and kind of materials required and notifies supervisor of need for materials;
- Initiates communication with supervisor about needed repairs or status of projects;
- Performs maintenance and minor repair on tools, equipment and vehicles;
- Maintains tools and equipment in accordance with District policies and procedures;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- May be required to work other than regularly scheduled work hours;
- Assists with other maintenance or custodial duties as needed;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Current plumbing and building codes and associated requirements;
- General building and construction principles and methods;
- Tools, materials and equipment essential to building maintenance, construction, and repair;
- Occupational hazards and safety precautions involved in general building and maintenance work;
- Estimating small construction project costs and materials;
- Modern office equipment including a personal computer and job-related software;
- Preparation of detailed and accurate records of work performed.

Ability to:

- Plan and complete a variety of construction and carpentry-related tasks efficiently and effectively;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Comprehend and apply plumbing requirements to all facets of work;
- Plan and complete a variety of plumbing and security related tasks efficiently and effectively;
- Troubleshoot and diagnose plumbing, safety and security problems;
- Use a variety of hand and power tools and equipment common to journeyman plumber work;
- Operate a personal computer and job-related software;
- Read and interpret blueprints;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Operate specialized equipment such as a genie lift, boom truck, and service vehicles;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;

- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED with preferred technical school training in plumbing, fire and security systems;
- Four (4) years commercial plumbing experience and supervisor experience;
- Four (4) years safety system installation, repair and maintenance; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Plumbing and Safety Shop Foreman.

Licenses or Certifications

- Journeyman Plumber's license is required;
- Valid Idaho Drivers' License is required;
- Backflow certification is required;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints, bid specifications, invoices and work-related manuals; prepare reports as required; to observe facilities and structures to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related jobs tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.