

**Poquoson City Schools**  
**JOB DESCRIPTION**

**JOB TITLE: Maintenance Technician (Plumbing)**

This position is \_\_\_\_ exempt or X non-exempt

**PRIMARY FUNCTIONS**

Performs difficult skilled work in the maintenance, repair, modification and installation of plumbing fixtures in school buildings and facilities. May supervise lesser skilled personnel. Completes other duties as assigned both skilled and unskilled.

**MINIMUM QUALIFICATIONS**

- Graduation from high school
- Journeyman's card and some supervisory experience preferred.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the common practices, tools and terminology of the plumbing trade
- Thorough knowledge of the use and characteristics of common Plumbing equipment
- Thorough knowledge of the hazards and safety precautions associated with the Plumbing trade
- Skill in the use of tools and equipment
- Ability to work from sketches, drawings, plans or specifications
- Ability to follow oral and written instructions
- Ability to supervise the work of others
- Ability to establish and maintain effective working relationships with associates

**GENERAL PERFORMANCE RESPONSIBILITIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Install, repair and maintain water, plumbing and heating systems in school buildings
- Installs repairs and maintains water, plumbing and heating systems
- Selects proper type of materials for a job; determines appropriate method of work
- Reads and interprets blueprints, drawings, plans and other specifications
- Determines dimensions, quantities and selection of materials
- Installs and repairs hot and cold water, gas pipes and low pressure steam equipment; makes all necessary connections
- Installs water served piping which includes the wiping and testing of joints; taps water and sewer mains and laterals; wipes and flushes joints

- Installs and repairs fixtures, e.g., lavatory facilities, drinking fountains, garbage disposal water heaters and commercial kitchen equipment, e.g., dish machine, garbarator, etc.
- Repairs pipes and valve traps in heating systems; cuts, bends and threads pipes; unplug drains; replaces basin traps; cleans grease traps
- Assists workers in related trades with general plumbing maintenance
- Maintains plumbing tools and equipment
- Repairs and replaces restroom fixtures, flush valves, faucets, valves, commodes, urinals, sinks, etc.
- Performs other duties as assigned to include a wide variety of skilled and unskilled work in all trades to include carpentry, mechanical, electrical, plumbing and preventative maintenance on all types of school equipment within the school division to include HVAC equipment. Duties also include snow removal, transportation of goods between buildings, set up and take down of furniture and similar activities.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift up to 100 lbs.

**SPECIAL REQUIREMENTS:**

Possession of a valid Virginia Driver's License.

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and appointment length 248 days

**EVALUATION**

Reports to the Facilities Coordinator and performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

**Reviewed Executive Director of Operations: 05/26/2015**

**APPROVED BY ASSISTANT SUPERINTENDENT: 05/26/2015**