

FORSYTH COUNTY BOARD OF EDUCATION

Department: Facilities and Operations
Job Title: Craftsman – Plumbing
Date: June 26, 2007

Reports To:
Lead Plumbing Craftsman

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Craftsman – Plumbing

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Supervises:
Contract Personnel as Assigned

Employment Terms:

Non-exempt FLSA
Non-Contracted

Qualifications

Required Licenses:

Valid Georgia Driver's License

Preferred Licenses:

Backflow License, HVAC License, Plumbing License

Education:

High School Diploma or GED Certificate required; vocational school technical training preferred.

Desirable Skills:

Ability to follow oral and written instructions quickly and accurately; ability to follow technical instructions and diagrams; knowledge of all codes, materials, tools, hazards and safety procedures and ability to train and supervise trade craftsmen.

Experience:

Five or more years in plumbing equipment repairs or similar demonstrated acceptable experience.

PRIMARY RESPONSIBILITY: (Indicate if a line or support staff position)

To perform skilled equipment repair work and supervise contract personnel as assigned.

ESSENTIAL FUNCTIONS:

1. Responsible for performing repairs to the plumbing equipment both in a central repair shop and on site.

2. Assume responsibility for materials issued for working with plumbing equipment.
 - a. Maintain and account for all tools, parts, and equipment issued according to Maintenance Operations guidelines.
 - b. Have ready access to all tools, parts, and equipment issued.
 - c. Set up and maintain truck inventory of repair parts required for the systems equipment. Continuously monitor inventory levels and submit requests to replenish stock. Responsible for inventorying and maintaining replacement parts.
 3. Supervise contract personnel as assigned.
 - a. Prioritize and perform work as assigned.
 - b. Turn in daily completed work orders and time sheets to the Lead Craftsman at the end of each work day.
 - c. Monitor and maintain safe work procedures to include lockout tag-out procedures.
 - d. Monitor and maintain work according to system standards and all codes.
 - e. Train local school personnel to maintain their equipment. This includes PM specifications outlines by the original equipment manufacturer and minor repairs as well as the maintenance operations PM schedule. Must stay current with ongoing training in modern building techniques and procedures.
 4. Work with other members of the Maintenance Operations.
 - a. Assist the Lead Craftsman in the planning and efficient operation of the plumbing section.
 - b. Coordinate with other Section Craftsmen in the other trades sections as necessary in completing assignments.
 - c. Advise the Lead Craftsman concerning the efficient operation of the section.
 5. Work toward improving craftsmen skills and abilities.
 - a. Service and repair different types and makes of new equipment as it is added to the system inventory.
 - b. Receive training for repairing new equipment used throughout the Plumbing section.
 - c. Keep abreast of changing methods, codes, safety procedures, and materials as applicable to plumbing.
 6. Cooperate with and maintain a good relationship with all other school system personnel.
 7. Flexible Work Schedule
 - a. Work as assigned.
 8. Carries out all other duties as assigned by the Coordinator of the Facilities Office and Lead Craftsman.
 9. Be subject to being called 24 hours a day 7 days a week.
 10. Be on the on-call schedule as assigned.
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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, negotiate stairs and ladders, reach with hands and arms, talk and hear, manipulate tools and small items with hands, operate typical office automation equipment and lift and transport up to 100 pounds over short distances. Employee is required to operate a motor vehicle in performance of duties. Specific vision abilities required by this job include: close vision, distance vision, and color vision. Sitting and working on a personal computer are occasionally required, as well as conversing by telephone. The employee may be subjected to a wide range of ambient temperature and humidity conditions while performing inspections under varying conditions including work in overhead and confined spaces. Potential hazards of this position include exposure to high-voltage electrical, heat and noise producing machinery and equipment, accessing elevated equipment using ladders or other lifting devices, and exposure to chemicals and solvents.