

Job Title: Foreman Plumbing Shop	Wage/Hour Status: Hourly
Reports to: Director	Pay Grade: 409
Dept/School: Maintenance, Buildings & Grounds	Date Revised: September 26, 2023

Primary Purpose

Ensure that the district campuses comply with the city, state, and federal plumbing codes. Coordinate the repair and maintenance of plumbing systems throughout the district.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
Valid Texas Driver’s License
Valid Texas Master Plumber’s license

Special Knowledge/Skills

- Ability to communicate effectively
- Knowledge of plumbing repairs, maintenance, and installation techniques
- Knowledge of local plumbing codes
- Ability to read blueprints, schematics, and written reference material
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Ability to use hand and power tools
- Ability to follow written and verbal instruction
- Ability to interpret policies, procedures and data
- Strong organization, communication, and interpersonal skills

Experience

Five (5) years experienced as a journeyman plumber

Major Responsibilities and Duties

1. Inspect, direct, certify repairs on water and gas lines, and extend utility lines to accommodate the installation of new fixtures and equipment.
2. Determine defects in and maintain heating, water, and drainage systems in school buildings.
3. Install, maintain, and repair safety devices on gas burning appliances.
4. Recommend the promotion or termination of subordinates to the Director.
5. Test gas lines to ensure safety.
6. Coordinate, direct, and inspect the activities of workers assigned to building maintenance and plumbing repair and design installation.
7. Determine material requirements and order materials and supplies for daily use and future needs.
8. Maintain daily and annual logs and records work.
9. Estimate budget needs to assist in preparation of annual budget.
10. Upgrade plumbing systems to ensure compliance with local, state, and federal codes.
11. Coordinate the development and installation of plumbing for new construction projects.
12. Perform annual gas inspection of school mains.
13. Operate vehicle, equipment, and use tools following established safety procedures.
14. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
15. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
16. Maintain tools and equipment and perform preventive maintenance as required.
17. Maintain annual backflow prevention records of tests and certifications.
18. Assign and supervise work orders for plumbing department.

19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Plumbers and Trade Assistants.

Equipment Used

Hand and power tools; pipe bender; propane torch; welding equipment; sewer roofer; heavy equipment, including forklift, trencher, backhoe. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; indoor and outdoor; around gas lines, around fumes and toxic chemicals. Exposure to extreme temperatures. Must be able to lift 45 pounds or more. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.