



## **Job Description**

**Job Title:** Plumber I  
**Position Code:** 5N29, EN29  
**Job Classification:** Non-Exempt

**Supervisor:** Plumber Crew Leader  
**Pay Grade:** 24  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing a variety of plumbing tasks related to maintenance, repair, and installation of plumbing equipment and related systems.

### **Essential Duties**

1. Installs water and drain connections to plumbing-related fixtures.
2. Operates sewer cleaning equipment.
3. Maintains plumbing tools and equipment.
4. Models nondiscriminatory practices in all activities.
5. Models safe work practices to include wearing proper PPE and maintaining a safe work environment for themselves, students, and staff.
6. Access and navigate the School Dude maintenance software to document labor, materials, and other applicable data.
7. Access and navigate the SunTrust Spending Platform to reconcile P-Card purchases.

(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.)

### **Other Duties**

Performs any other related duties as assigned by the Plumber Foreman or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Considerable experience as a maintenance helper and completion of a standard high school or trade school course and completion of a recognized apprenticeship in this work. Must possess knowledge of the terminology, tools, materials, and practices of the plumbing trade. Must be skilled in the performance of plumbing tasks; ability to read and work from blueprints and or written instructions; mechanical aptitude; good physical

condition. Must have a minimum of at least two years of plumber experience in the residential or commercial setting. Must possess a valid Virginia Driver's License. Must obtain an Asbestos supervisor license within one year of employment.

**Working Conditions and Physical Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Demonstrates ability to climb ladders and work in close spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate plumbing related tools and equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; basic computer skills to include Microsoft Outlook, Word, Excel, and School Dude programs; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None  
**Supervision Received:** Plumber Crew Leader

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Plumber I will be required to follow any other instructions and to perform any other related duties as assigned by the Plumber Supervisor, Plumber Crew Leader, or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date:

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date: