



## Job Description / Duty Statement

22<sup>nd</sup> District Agricultural Association

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| <b>Classification Title / Code:</b> Plumber I                                                                                |                                                                 |
| <b>Working Title:</b> Plumber I                                                                                              |                                                                 |
| <b>Department:</b> Facilities                                                                                                | <b>Reports To:</b> Facilities Manager                           |
| <b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                            | <b>Time Base:</b> <input checked="" type="checkbox"/> Full Time |
| <b>Location:</b> <input checked="" type="checkbox"/> On Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote |                                                                 |

### Position Description

Under the general direction of the Facilities Manager/Maintenance and Operations Supervisor II, District Fairs, the duties of the Plumber I include, but are not limited to, performing a variety of professional-level duties for the installation, repair, servicing, maintenance, troubleshooting, and inspection of plumbing systems and equipment in accordance with relevant building codes, regulations, policies, procedures, and safety protocols; coordinating plumbing work for various events; preparing and planning job layouts and projects; and performing other related responsibilities.

### Essential Job Functions

*Employee must be able to perform the following functions with or without reasonable accommodation. Consideration of reasonable accommodation for qualified individuals with disability may be made, provided that doing so does not impose an undue hardship.*

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| 45% | <b>Plumbing Systems and Equipment</b> <ul style="list-style-type: none"> <li>• Installs, maintains, regulates, inspects, and repairs a variety of plumbing systems, equipment, tools, facilities, and fixtures (e.g. fittings, low pressure steam, hot water heating systems, tap water plumbing systems, drinking fountains, toilets, urinals, faucets, laundry facilities, grease interceptors, etc.) to ensure timely repair and maintenance throughout the District.</li> <li>• Applies comprehensive knowledge and ability to install, maintain, and repair plumbing tools and equipment, fire sprinkler standpipes, stations, restrooms, and facilities, etc. utilizing the methods and techniques used in skilled commercial plumbing work and ensuring that all work is in compliance with the appropriate safety and State fire codes.</li> <li>• Surveys unsafe or defective plumbing conditions (e.g. underground utilities, valves, fixtures, pumps) to ensure safe and proper operation while adhering to all plumbing codes.</li> <li>• Conducts preventative maintenance on the operations of various pump stations/systems (e.g. sewer, gas, water) on a regular basis by checking all valves and air vents to ensure they are clean and functioning properly throughout the District.</li> <li>• Cleans drain lines of all sizes using the appropriate sewer snaking machine and removes blockages to ensure proper flow of drain lines.</li> <li>• Monitors, diagnoses, maintains, and repairs storm and sewer water pump stations to ensure they are functioning properly, testing hose bibs, valves, and exterior water devices for leaks and collaborating with contractors as necessary when malfunctions and/or problems arise.</li> <li>• Troubleshoots plumbing systems to restore functionality and minimize interruption to operations utilizing proper lock-out/tag-out procedures, meters, various tools, and Uniform Plumbing Code (UPC) and resolves operational problems using deductive and inductive reasoning.</li> </ul> |
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|     | <ul style="list-style-type: none"> <li>• Operates a variety of tools and specialized equipment (e.g. jackhammers, drain cleaners, pumps, saws, torches) and heavy machinery (e.g. pumper truck, scissor lift, man lift) commonly used in the trade to ensure proper completion of work and compliance with codes, rules, regulations, and procedures and follows proper safety precautions required by the District and the State at all times.</li> <li>• Maintains a safe working environment and takes necessary precautions to ensure compliance with various plumbing, building, and State rules, regulations, codes, policies, procedures, requirements of Division of Occupational Safety and Health (CalOSHA), and other applicable regulations when working with hazardous chemicals, materials, or power equipment and uses personal protective equipment as required.</li> <li>• Provides verbal reports to supervisor and management on daily work progress, facility deficiencies, and any safety hazards.</li> <li>• Completes and maintains records, files, and technical listings on equipment, tools, and products (e.g. tool control, material safety sheets, vehicle logs) to assure compliance to rules, regulations, policies, and procedures.</li> <li>• Communicates in a professional and effective manner with all staff, contractors, vendors, and customers.</li> <li>• Works effectively with others in difficult situations requiring initiative, tact, and good judgment in order to resolve issues.</li> <li>• Requests the purchase of tools, materials, supplies, and equipment to ensure proper operation of Plumber Shop (e.g. purchase orders, written justifications, bids) as required by operational procedures.</li> <li>• Ensures the organization and stocking of the Plumber Shop to ensure inventories of parts and supplies are adequate in the performance of daily activities and maintains accountability by utilizing a tool check-out system and daily inventory sheets.</li> <li>• Conducts safety and maintenance checks on Plumber Shop vehicles and plumbing tools prior to use to ensure all are in working order and up to safety standards at all times.</li> <li>• Maintains work vehicle wash racks and keeps work vehicle clean, organized, and stocked.</li> <li>• Maintains proper storage of plumbing equipment and materials to ensure materials are stored correctly to preserve integrity (e.g. cargo boxes, warehouses, shelving).</li> </ul> |
| 35% | <p><b>Events Layout and Coordination</b></p> <ul style="list-style-type: none"> <li>• Acts as a liaison between concessionaire vendors, Premier staff, tenants, and clients of the District utilizing plumbing expertise and customer service guidelines.</li> <li>• Works with outside vendors providing contracted services to maintain safety and security and ensure compliance with stipulated rules, regulations, policies, etc.</li> <li>• Reviews event setups, layouts, and information to ensure proper plumbing safety and functionality in accordance with Federal, State, and local codes and regulations.</li> <li>• Designs, plans, and installs new systems (e.g. changes in concession stand layouts requiring new water and/or waste system) by determining appropriate temporary water and drain connections to various portable vendor carts, trailers, or customer equipment (e.g. faucets, drains, gas lines) to ensure connections are safe and code compliant during events, following up on any unforeseen problems or requests by vendors.</li> <li>• Locates and uncovers water and sewer utilities that were covered during events to ensure utilities are placed back in service.</li> <li>• Responds to event work requests to ensure timely repair and maintenance of plumbing systems to ensure highest quality customer satisfaction.</li> <li>• Operates vehicles and construction equipment for the installation, maintenance, and repair of plumbing systems and components to ensure safe and timely completion of events operations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|     | <ul style="list-style-type: none"> <li>Communicates any concerns regarding safety or unnecessary costs to appropriate Event Coordinator, District staff, supervisor, or management to optimize results.</li> <li>Uses good judgment and a high degree of tact in dealing with staff and the public, communicating professionally and respectfully.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 15% | <p><b>Layout and Projects</b></p> <ul style="list-style-type: none"> <li>Prepares estimates for a variety of plumbing jobs (e.g. maintenance, installations, repairs, sketches, etc.) to include labor, materials, tools, equipment, etc. for cost analysis, planning, and development of projects by utilizing various resources (e.g. internet, personal knowledge, blueprints, rough sketches, books, laws, codes, rules, regulations) and ensures work is kept within budget and all goals are met.</li> <li>Communicates on a regular basis with supervisor to keep informed on projects or repairs that may require assistance from other trades or labor staff.</li> <li>Interprets plans to identify specific information for projects or work order assignments utilizing professional knowledge to ensure work is completed according to plan.</li> <li>Coordinates meetings with outside contractors regarding large plumbing projects and/or repairs beyond the scope of the Facilities Department to ensure such work is properly scheduled and completed to plans and specifications.</li> <li>Checks computerized work order system for open plumbing work orders, following through to completion, and updates listed work orders as required in the system.</li> <li>Monitors and completes work orders and projects, informs management of all work orders that are open and have been completed, and maintains notes and a task list to ensure all outstanding projects are followed through to completion.</li> </ul> |

### Marginal Job Functions

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| 5% | <p><b>Other Related Responsibilities</b></p> <ul style="list-style-type: none"> <li>Attends all training sessions as required, such as weekly departmental meetings, safety training, etc.</li> <li>Maintains a list of contacts for replacement of parts, tools, and tool repairs, as well as a list of outside plumbing contractors in case of emergency to ensure that plumbing materials are readily available to ensure a quick turnaround when outside assistance is necessary.</li> <li>Responds to emergency calls (e.g. sanitary sewer overflow, water leaks, plumbing fixture malfunction) to ensure the safety and security of the District by evaluating the situation and taking appropriate action.</li> <li>Performs other duties as directed, requested, or assigned.</li> </ul> |
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**Typical Working Conditions**

Essential job functions require considerable physical strength, agility, and mobility to work throughout the facility. Work activities involve standing for long periods of time; frequent walking including walking on uneven ground; sitting; kneeling; pushing and pulling; reaching above or at shoulder height; bending of neck in an upward and downward flexion and side-to-side turning of neck; ascending and descending ladders; entering and exiting vehicles and electric cart; moving average-weight tools and equipment up to 75 pounds; power and simple grasping; repetitive hand movement and fine coordination to operate various plumbing equipment, tools, standard office equipment, and radio; verbally communicate and hear to exchange information; see to perform assigned tasks; read printed materials with or without vision aids; understand and follow oral and written instructions; and read, write, and speak English at a level required for successful job performance. Work is performed both indoors and outdoors under adverse weather conditions and necessitates willingness to conform to the District's uniform requirements. Work environment involves exposure to sounds associated with power tools, smells associated with sewer and water, unhealthy vapors and fumes, malodors, gases, dust, dirt, mechanical, and equipment hazards or physical risk that require following basic safety precautions.

**Attendance, Conduct, and Performance Expectations**

This position requires the incumbent to maintain acceptable, consistent, and regular attendance at the job site at such level as is determined at the District's sole discretion; work cooperatively with the team members and others and meet performance expectations to enable the District to provide the highest level of service possible; communicate effectively (orally and in writing if both appropriate) in dealing with the public, employees, and others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to District policies and procedures regarding attendance, leave, and conduct. Must be regularly available and willing to work the hours determined necessary or desirable to meet its business needs.

**Duties of this position are subject to change and may be revised as needed or required.**