

## **Killeen Independent School District Job Description**

**Job Title:** Lead Plumber  
**Department:** Plant Services  
**Reports To:** Plant Services Supervisor  
**FLSA Status:** Non-exempt

### **SUMMARY**

Supervises and coordinates activities of plumber engaged in assembly, installation, and repair of pipes, fittings, and fixtures of heating, water, and drainage systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Inspects plumbing and fixtures for conformance to company specifications or local codes.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets specifications, blueprints, and job orders to workers, and assigns duties.

Establishes or adjusts work procedures to meet production schedules.

Recommends measures to improve production methods, equipment performance, and quality of product.

Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Estimates, requisitions, and inspects materials.

Confers with other supervisors to coordinate activities of individual departments.

Sets up machines and equipment.

Performs activities of workers supervised.

Performs other duties as may be assigned by the Plant Services Supervisor.

### **SUPERVISORY RESPONSIBILITIES**

Manages 2 to 6 subordinate plumbers who supervise a total of 1 to 6 plumber apprentices in Plant Services. Is responsible for the overall direction, coordination, and evaluation of these units.

Also directly supervises 1 to 4 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable procedures. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**QUALIFICATIONS** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and a minimum of five years experience in the plumbing trade. Previous supervisory experience or demonstrate the ability to supervise.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to read and understand plumbing diagrams, schematics, and blueprints.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possess current journeyman's license and current drivers license.

**PHYSICAL DEMANDS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and use hands to finger, handle, or feel. The employee is regularly required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

**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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

**Prepared By:** John Paradice, Auxiliary Staffing Specialist

**Prepared Date:** October 30, 1998

**Reviewed/Revised By:** Tom Schatte, Professional Standards Administrator

**Reviewed/Revised Date:** August 16, 2004

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