



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Lead Plumber

JOB SUMMARY

Performs plumbing duties including installation, repair and maintenance of all pipes, pumps and related equipment. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Supervisor, Building Maintenance

Supervises: Plumbers

PRIMARY DUTIES - May include, but not limited to the following:

Repairs / replaces leaks, worn washers, worn hoses and water pumps.

Maintains traps, PRV's and related equipment.

Installs gas, steam, water and air lines / pipes.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Completes planned maintenance on all equipment.

Observes prescribed work and safety rules.

Corrects clogged drains and facilities.

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Two years experience as a licensed journeyman plumber.

REQUIREMENTS

Must be licensed by the State of Texas Board of Plumbing Examiners and maintain licensing during employment, or pass the test within six months period. Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of applicable laws, ordinances, and regulations, governing the plumbing trade.
- Ability to effectively communicate orally and deal with the public.
- Skill and ability to use pumps, lifting devices, sewer machines, wrenches, pipe threader, screwdrivers and related tools of the trade.
- Ability to use a personal computer and other office equipment.
- Ability to respond to emergency situations in a timely manner.

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 occasionally required to stand; walk; sit; clean; crawl; hold; kneel; sort; squat; stoop; twist the body; write by hand while performing essential functions; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; climb stairs and ladders or work off of lifts higher than 6 feet; work out of high lifts and / or scaffolding; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Exposure to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.