



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

## **JOB DESCRIPTION**

### **TITLE**

Plumbing Inspector

### **JOB SUMMARY**

Performs supervisory and managerial work associated with the operation of the utilities and plumbing trades. Plumbing duties include inspection, 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:* Supervisor, Building Maintenance and Assistant Supervisor, Building Maintenance

*Supervises:* Plumber I, Plumber II

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

Verifies adherence to code requirements in their respected trade.

Serves as technical lead experienced with plumbing codes, back flow devices, high-rise buildings and able to read blueprints.

Assists Supervisor of Building Maintenance in evaluating blueprints for equipment, machinery and other facility related issues.

Inspects and reports on construction activities for construction projects as well as in-house projects.

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

Maintains steam lines, traps, PRV's and related equipment.

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

Perform routine inspections of the buildings plumbing systems.

Observes prescribed work and safety rules.

Provides hands on work for small projects as both a team member and serves as a team leader as necessary.

Completes planned maintenance on all equipment.  
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***

Monitors, reviews and evaluates the work activities of their respected trades.  
Corrects clogged drains and facilities.  
Performs other duties as requested.

### ***EDUCATION***

High school diploma or equivalent required.

### ***EXPERIENCE***

Eight years technical and/or supervisory experience in the electrical trades and four years experience as a licensed Master Plumber.

### ***REQUIREMENTS***

Must be licensed by the State of Texas Board of Plumbing Examiners and maintain licensing during employment. 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 establish and maintain effective work relationships with students, faculty, staff, and the public.  
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 hand to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders, stairs; talk or hear, work off ladders higher than 6 feet and / or scaffolding. 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.

### ***WORK ENVIRONMENT***

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. The noise level is usually low to moderate. 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 require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the 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:*** \_\_\_\_\_

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***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.***