

# Job Description

Position Title: Trades Specialist 3, Plumbing

Job Family: Facilities

Job Type: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 04

## Position Summary:

The Plumbing Trades Specialist 3 performs advanced/lead Journeyman plumbing installation, maintenance, and repairs. Maintains and repairs all college wide potable plumbing, DWV plumbing, DI water, gas, air lines, plumbing fixtures, tests and repairs backflow per city water requirements, and internal backflow preventers. Serves as plumbing consultant to college inspector, facilities planning, staff, and contractors. Works closely with other trades within the college. Assists in inspections of all work done by plumbing contractor to insure adherence to college standards and specifications. Opportunity for on-call work as needed/available.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Performs highly skilled, complex, and technical operations, including critical plumbing maintenance and repair to ensure proper function, integrity, and longevity of potable, DI, gas, and DWV plumbing systems. Knowledge of operating principle, practices, and techniques of complex or specialized commercial plumbing equipment and commercial plumbing systems.
2. Evaluates project work. Inspects work performed by contractor and other college employees working with plumbing system. Evaluates procedures and methods required by college specification book, internal plumbing code, and uniform plumbing codes as related.
3. Provides advanced Journeyman-level expertise in responding to work orders for repair of college plumbing system. Responds to emergencies as they arise within the college facilities. (May include off hours).
4. Ensures assigned staff and contracted personnel are establishing high-quality work practices and meeting expectations established by college specifications, local authority, and international plumbing code requirements.
5. Leads and evaluates plumbing department staff and participates as needed to ensure proper job completion.
6. Interprets college specifications, international plumbing code, city water requirements, blueprints, schematics, and diagrams for project management assignments and college-wide projects as it pertains to the plumbing department. Assists in planning considerations for existing and new plumbing system.
7. Complete requirements for State and/or National backflow certification as required by local jurisdiction/authority.

8. Performs required testing on all City of Tucson and Metro Water established backflow preventers serving the college, repairing and maintaining them to meet standards set by local jurisdiction or local authorities.
9. Perform required testing (annual) on all reclaimed water sites within the college, as well as testing irrigation backflow preventers as required by the City of Tucson. Working with and ensuring the Grounds department meets all City reclaimed requirements.
10. Assists plumbing department with attending meetings as needed, scheduling, training, estimating jobs, picking up plumbing supplies, researching parts and various plumbing equipment, maintaining plumbing equipment, and at times welding and fabricating brackets, stands, and other plumbing needs.
11. Coordinates, assists, and establishes good working relationships with other trades within the college to complete multi-trade or overlapping jobs in a professional and timely manner.
12. Perform data entry using Concur for p-card purchases, work order attachments, mileage, and other various requirements.
13. Perform data entry using FAMIS for daily duties, creating work orders, assigning work orders, and other various requirements.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in performing a variety of duties, often changing from one task to another of a different nature
4. Skill in plumbing maintenance
5. Ability to adapt and maintain professional composure in emergent and crisis situations
6. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

### **Independence of Action:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures and may set priorities and organize work within general guidelines established by supervisor/manager.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocational or technical training in plumbing preferred.
- One (1) to three (3) years of related journey level trade experience required.
- Three (3) to five (5) years of related journey level trade experience preferred.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours