

Wentzville R-IV School District
Position Description
Locator: 6.03

Position Title: Maintenance II – Plumber

Reports To: Maintenance Supervisor/Director of Facilities

SUMMARY

Assists the Maintenance Supervisor/Director of Facilities in maintaining all school facilities.

Under the direction of the Maintenance Supervisor/Director of Facilities, this position is responsible for routine and preventative plumbing maintenance, repairs and installation throughout the district's buildings.

QUALIFICATIONS/REQUIREMENTS

The Maintenance II - Plumber shall have a minimum of three years' experience in maintenance or plumbing operations in a school system or company. He/she shall possess an in-depth knowledge to sufficiently deal with complex maintenance problems. Plumbing license preferred. Must possess or be able to obtain any necessary certifications including backflow prevention.

ESSENTIAL JOB DUTIES

- Perform assigned general labor, maintenance, or delivery responsibilities throughout the school district.
- Demonstrate knowledge of general building and grounds maintenance skills sufficient to effectively serve a building complex.
- Complete district maintenance projects as designated by the Maintenance Supervisor/Director of Facilities.
- Perform preventative maintenance as well as repairs and installations for plumbing systems and equipment throughout the district.
- Repair, rebuild, and/or replace, pressure reducing valves and back flow preventers.
- Troubleshoot and repair storm sewer drain lines and sanitary drain lines.
- Repair and/or replace sump pumps and sewage ejectors.
- Repair and/or replace ice machines, ice makers, dishwashers, garbage disposals, circulating pumps, hot water heaters, drinking foundations, and other equipment as needed.
- Clean out roof drains, plumbing vent pipes, stools and urinals, showers, storm sewers, grease traps, clay traps, chemical neutralizing traps, and sanitary sewer drains with cabling and power flushing equipment.
- Follow up on contracted plumbing services, including sewer line repairs and replacements, new installation, and sewer cleaning.
- Attend trainings as deemed necessary by the Maintenance Supervisor/Director of Facilities to maintain skill levels in area of responsibility.
- Prepare material lists for assigned projects.
- Report building and vehicle conditions to Maintenance Supervisor in a timely manner that relate to safety, environmental or general conditions.
- Maintain a professional image as well as a positive attitude and a willingness to help.
- Make safety a top priority at all times.

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- Maintains records of work orders completed and backlogged.
- Assist the Maintenance Supervisor/Director of Facilities in annual budget planning.
- Takes responsibility for all equipment and materials assigned.
- Assist the Maintenance Supervisor/Director of Facilities in following correct purchasing procedures.
- Ability to work overtime and respond to 24-hour on-call emergency service.
- Maintain a safe driving record.
- Help maintain a clean and organized work environment.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Maintenance Supervisor/Director of Facilities.

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 stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with District policy on evaluation of support staff personnel.