

## **MASTER PLUMBER**

**Department:** Central Maintenance  
**Division:** n/a  
**Appointing Authority:** Mayor

**Grade:** CM4  
**Revision Date:**  
**Bargaining Unit:** EAW

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### **Definition:**

Performs skilled and professional work in the installation, repair, maintenance, and inspection of all plumbing and other associative equipment and systems in City and School facilities to ensure integrity of systems and safety of all facilities.

### **Supervision:**

Performs plumbing system troubleshooting, installation, repair, and maintenance duties with minimal supervision.

Works under the general direction and supervision of the head of Central Maintenance or designee. Plans and schedules own work, referring only unusual administrative or other matters to supervisor. Works within established policies and under the general policy direction of Facilities Manager.

May be responsible for some supervision or oversight of maintenance staff on projects requiring adherence to permitting or code requirements, or of outside vendors or crafts personnel on similar projects. May direct one or two personnel as required.

### **Environment:**

Duties are performed under typical field, building and construction conditions with exposure to weather extremes and other hazards; operates standard office equipment; field work involving inspections or on-site visits. Noise level is usually moderate to at times loud. Exposure to sewage, grey water, oil/grease, chemicals, gases and other environmental hazards.

Performs varied and responsible functions requiring independent judgment to ensure compliance with applicable laws, regulations, and departmental policies.

Has contact with employees, departments, elected and appointed officials, citizen or governmental committees, State and Federal agencies, vendors, consultants, contractors, outside organizations and the general public.

Has access to confidential information such as departmental bid/proposal information, contracts, and other information regarding departmental business.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, building and employee safety; cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the city; and significantly impact long-term capital planning and infrastructure.

Must drive self to job sites and locations as necessary.

**Essential Functions:** (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs repairs and preventive maintenance on plumbing and hot water systems for City and School facilities; performs plumbing service, maintenance and installation work on building and site plumbing systems. Performs scheduled, emergency and preventative maintenance on plumbing lines and fixtures, and assists as necessary on HVACR systems with the HVACR Technician. Locates leaks, performs shutdown, perform repairs; installation of new construction such as sinks, showers, toilets, urinals, water heaters, and piping for gas and water. Performs preventative maintenance on assigned equipment including annual cleaning and servicing of hot domestic hot water tanks and back flow preventers.

Repair and/or replace defective or leaking sinks, faucets, urinals, toilets, flushometers, showers, water coolers, hot water heaters, pumps, unit heaters, storage tank piping and plumbing, , and sump pumps. Must be able to repair or replace back flow preventers

Repair and unclog roof drains, floor drains, grease traps and fixtures, gas piping and water lines. Install new equipment and apparatus as needed.

Reassemble and adjust equipment for proper operation. Correct ordinary troubles at work site and perform work with a minimum of delay or interference to building activities. Develops plans, cost estimates, bills of material; plans and schedules work projects. Orders and arranges for timely delivery of material, testing equipment and tools required for all plumbing systems repair and maintenance projects; monitors inventory levels of parts, equipment, tools or supplies.

Must learn to navigate the Central Maintenance computerized maintenance work order program in order to complete assigned work orders. This position will be expected to set up work procedures associated with PM schedules in the maintenance work order system. Obtains necessary permits and monitors work being performed to ensure cost effective use of labor and materials. Inspects systems and work in progress and upon completion for satisfactory performance and conformance with plans and specifications and local codes.

May perform other duties outside the primary responsibilities as directed.

**Minimum Qualifications:** (Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.)

**Education and Experience:**

High school diploma plus five years experience as a reliable, full time plumber having a Master Plumbers license in the State of Massachusetts.

**Knowledge, Ability and Skill:**

Requires thorough understanding of plumbing and principals upon which such systems are designed and operate; the ability to use schematics and to understand verbal instructions of a technical nature; working knowledge of electrical, sprinkler, and other trades highly desirable. Knowledge of the hazards and safety precautions common to plumbing maintenance and repair activities; of the various types of materials,

equipment, tools, methods and techniques used in the installation and maintenance of plumbing systems. HVACR systems knowledge and experience desired.

Demonstrates a full understanding of applicable local and State codes, policies, procedures, and work methods associated with assigned duties. Ability to read, interpret and understand detailed piping plans, drawings, specifications and blueprints, operation manuals, and other technical documents. Ability to meet project timetables. Ability to design and prepare cost estimates and bills of material for routine repair and special projects. Ability to coordinate and work with all other building trades.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems.

Professional level of skill in the operation, maintenance and use of equipment, testers and tools of the trade. Works under the appropriate provision of the plumbing code, approved plans and specifications, and standard industry practice.

Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Ability to direct subordinates in an efficient and positive manner. Ability to establish short range plans and objectives within scope of policies and goals. Must be punctual and perform all aspects of job responsibilities with honesty and integrity.

This person must be able to work on their own and demonstrate self-motivation and direction with minimal input from supervisor.

**Physical Requirements:**

Physical ability to perform manual work for 8 hour day or longer if required. Work may involve lifting objects weighing 50-75 lbs and pushing and pulling objects weighing up to 100 lbs; work in cramped areas or awkward positions for prolonged periods of time; exposure to ambient conditions including hot, humid, cold or wet conditions.

Work may require use of staging, ladders or mechanical/hydraulic lifts at various heights. Moderate to strenuous physical effort required to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to use computer keyboard and write instructions under standard office conditions; to use specialized power and hand tools and equipment utilized in the trade. Designing, drafting, calculating and related duties involve concentration of mental and visual attention with manual coordination for sustained periods.

**Special Requirements:**

Must have a valid Class D Driver's license; must possess Massachusetts Master Plumber license. Oil Burner Technician Group #2 certificate and EPA Refrigerant Recycling certification desirable. Welding experience is desired. Must successfully pass CORI/ SORI checks; must have an acceptable driving record and be insurable under city's policy. Must have Hot Work and OSHA-10 certification or ability to obtain. May be

required to respond to or be on-call for emergency situations outside of normal work hours.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Approved:**

EXECUTED 11/26/2019 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: Initial 7/15, 11/19

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Department Head

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Mayor