DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE: PLUMBER

PERSONNEL CLASSIFICATION: TRADES - NONEXEMPT

DEPARTMENT: MAINTENANCE - PHYSICAL PLANT

POSITION SUPERVISOR: DIRECTOR OF FACILITIES MANAGEMENT

DEPARTMENT HEAD: VICE PRESIDENT FOR FINANCE AND BUSINESS

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

1.) HEATING AND PLUMBING SYSTEMS INSTALLATION AND MAINTENANCE - Oversee all aspects of College's heating and plumbing systems including; installation of heating and plumbing systems (i.e. lavatories, water closets, tubs, etc.); maintenance and upgrade of existing plumbing and heating systems; generate supply and equipment orders as needed; check pool daily, kitchen and softeners on daily basis; install and inspect backflow preventers; generate certain cost estimates associated with plumbing supplies; make recommendations for cost savings, etc.

2.) INVENTORY MAINTENANCE - Maintain minimum inventory of repair and replacement items including inventory of plumbing related tools and equipment.

3.) WORK AREA MAINTENANCE - Maintain work areas, including primary work area at maintenance building, in orderly, clean, and safe condition.

4.) RECORDKEEPING - Process and keep up-to-date written and electronic records associated with repairs and purchases (i.e. trouble call orders, work orders, purchase requisitions, invoices, packing slips, etc.)

5.) STUDENT WORKERS - If assigned, oversee and direct student workers including assignment and review of work.

GENERAL AND OCCASIONAL DUTIES: May include, but are not necessarily limited to the following:

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1.) ASSIST OTHERS- Assist others (i.e. electricians, carpenters, etc.) as assigned with tasks unrelated to primary or regular duties.

2.) OTHER- Other duties as assigned.

GENERAL EXPECTATIONS OF POSITION: Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Regular attendance on the job is an essential function of the position. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner that promotes and is consistent with the intrinsic goals of Monmouth College.

WORK RELATIONSHIPS: Reports to the Director of Facilities Management; works directly with other physical plant staff and may supervise student workers. Daily contact with students, staff, faculty, and public.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS: Work is normally performed both indoors and outdoors with frequent travel between campus locations required:

- Standing, sitting, crawling, walking, bending, climbing and squatting for short to extended periods of time.
- Exposure to noise, dust, dirt, grime,
- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Periodically required to move or transport (lift) items weighing up to 50 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

EDUCATION, EXPERIENCE, AND CERTIFICATION: High school diploma, valid driver's license and satisfactory driving record, and State of Illinois Plumbers License and any other appropriate licensing or certification(s) as required by State of Illinois or other governing body to fulfill above responsibilities including backflow preventer certification, and at least five years commercial plumbing experience or combination of commercial and residential plumbing experience.

SKILLS, KNOWLEDGE, AND ABILITIES: Must be able to work independently and as a team member. Good documentation skills. Must be able to operate motor vehicles and equipment efficiently and safely. Excellent interpersonal skills. Proven ability to work courteously and effectively in a service-oriented department. Related proficiencies or aptitude to fulfill responsibilities listed above. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

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ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Description may be added to, amended, or deleted at any time by the Director of Personnel or position supervisor with the approval of the Director of Personnel.

DISTRIBUTION: One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.