

WRIGHT STATE UNIVERSITY
Bargaining Unit Job Specification
Facilities Maintenance Worker III - Plumber

I. JOB INFORMATION

Job Title: Facilities Maintenance III – Plumber (MWK3P)

Job Class: 75091

FLSA Status: Non-Exempt

Bargaining Unit: TM

II. JOB SUMMARY

Under minimal supervision, the primary focus of the job is on plumbing duties, which involve emergency response, damage assessment, and repair work on piping systems, sanitary sewer and storm drains. Installs, troubleshoots, repairs and/or calibrates plumbing equipment, fixtures and components to University-owned or leased buildings and facilities. Additionally, the role encompasses general maintenance tasks associated with the upkeep of these buildings and facilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Daily inspections, installations, general and preventive maintenance. Responds to emergency situations and evaluate and correct defects, utilizing proper protective gear.**
- **Perform diagnostic process to determine problems - make repairs.**
- **Installs, troubleshoots, repairs and/or calibrates plumbing equipment, fixtures and components at the university. Designs plumbing projects ensuring all required codes and safety regulations are met. Lays out piping arrangements in an unobtrusive and serviceable manner, determines quantity and type of pipe, fittings, pumps, fixtures, and other components for new piping systems and to replace or modify installed plumbing systems.**
- **Installs, maintains and services steam lines, hot water and chilled water lines, air handler heating and cooling coils.**
- **Installs and modifies inside and outside piping systems for air, natural gas, , water lines, storm and sanitary sewers for commercial and industrial usage. Snakes inside and outside drain lines for storm, sanitary and air handlers. Installs and fits piping for proper and specific functions. Sets up and operates pipe cutting and threading machines, sewer cleaners, pipe benders, drills and grinders and other equipment related to the plumbing trade. Operates camera in drains for inspections. Operates forklift as necessary.**
- **Documentation (Inventory reconciliation entering materials used on job, and entering time spent on job), completing working orders in tracking system.**

- **Plans, designs and estimates projects. Provides project cost estimates to supervisor and interacts with customers to ensure timely completion of projects with minimal disruption to departmental operations.**
- **Assist in take-offs for equipment and materials. Operates forklift/aerial lift as necessary. Responsible for on-the-job planning for completions of projects.**
- **May train and instruct other maintenance employees in duties associated with the installation, maintenance, and preventative maintenance inspections.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers and trades as needed to complete work within the overall scope of multi-trade projects, and determining the design and construction of particular components.**
- **An employee in this class is responsible for collaborating with other trades, management, and staff personnel in determining the design and construction of particular components. Work is performed with considerable independence.**
- **Ability to establish and maintain effective working relationships.**
- **Activities and decisions are varied in nature, requiring the solving of both common and unusual problems. This position's supervisor or other appropriate position is consulted for clarification of policies only where needed.**
- **Utilizes I-Pad for labor reports, floor plans, electrical/plumbing schematics and access to automated work order reporting systems.**

Note: This is not an inclusive list of duties and responsibilities.

Duties in this classification may also include duties of Facilities Maintenance I & II

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma/vocational school or equivalent. Five years of full-time experience in building maintenance AND five years of full-time experience in commercial plumbing; OR a high school diploma or equivalent, a one-year specialized education in plumbing, and three years of full-time experience in plumbing is required. A working knowledge of the State Plumbing Code and Ohio Basic Building Code is required. Must be familiar with concepts, practices, and procedures; maintenance, electrical, plumbing, carpentry or HVAC. Knowledge of standard practices, materials and tools and knowledge of occupational hazards involved and safety precautions necessary for the building maintenance trade are required. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Includes some heavy lifting, bending, and standing for extended periods of time. Any combination of overtime, shift work, weekend and holiday work may be required. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination will be required before original appointment. An annual physical exam may be required. Maintenance/WSU testing is required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Core 4 operator license/certification (Forklift Operator – Aerial Lift – Scissor Lift – Boom Lift – Rough Terrain Fork Lift) is required as part of your employment at the University. The University will provide the certification/training. Failure to obtain said license/certification when provided by the University shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.
- OSHA 30-hour certificate/license required within (180) days. Failure to obtain said license/certification when provided by the University shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.
- Must possess backflow testing license within (1 year) of entry into the position.
- Must have up to date certification for gas lines maintenance.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.