

Town of Harwich
Department of Public Works
Job Description

POSITION TITLE: **BUILDING MAINTENANCE FOREMAN - PLUMBER**

CLASSIFICATION: **H3**

DIVISION: **BUILDING MAINTENANCE**

IMMEDIATE SUPERVISOR: **BUILDING MAINTENANCE MANAGER**

EFFECTIVE DATE OF DESCRIPTION: **OCTOBER 5, 2016**

OVERVIEW OF POSITION

Under the administrative direction of the DPW Director, this position is responsible for a wide variety of maintenance tasks to ensure the Town-owned buildings are kept in safe, attractive, and optimally functioning condition. The incumbent works under the general supervision of the Building Maintenance Manager and can exercise significant discretion in the performance of his/her tasks. The Plumber's primary responsibilities will be to install, repair and maintain gas fired heating systems, plumbing systems and fixtures in public buildings and to assist with any other facility maintenance activities.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Most work is performed in the field, with minimal work performed in office conditions. Work requires frequent and substantial physical effort.

Requires frequent contacts with other Town Departments, Town employees, and vendors.

SPECIFIC DUTIES AND RESPONSIBILITIES

(The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 plumbing duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures; installs, alters, replaces and repairs plumbing, such as water, sewage and drainage systems.

Cuts, bends, assembles and installs various pipes, fittings and fixtures for water, sanitary, drainage, heating, gas and other plumbing systems which involve the performance of hand, bench and maintenance plumbing tasks.

Installs, alters and repairs valves, fittings and other plumbing parts and equipment, including such items as hot water boilers, sinks, sprinkler heads and service pipes.

Checks plumbing fixtures for leaks and other defects; opens and cleans clogged drains, pipes and traps.

Advises on selection, ordering and storing of plumbing supplies and equipment and maintains simple working records and reports. Selects material and hardware and makes time and material estimates.

May supervise a small work force to complete construction/maintenance projects, assuring that all projects are completed with high quality and in a timely manner.

Performs regular routine maintenance and repairs to HVAC, pumps, compressors and related controls. Performs general repairs including general carpentry, painting tasks, minor masonry and electrical work as needed.

Performs a wide variety of non-recurring maintenance and repair functions as required.

Communicates with other municipal departments to coordinate interdepartmental efforts, investigates questions and complaints and determines appropriate action to correct the situation.

During the winter months and times of inclement weather must be available during non-regular working hours for the recovery effort of the town's buildings and roads. This is to include plowing and de-icing operations.

Performs other related duties as required.

PERTINENT KNOWLEDGE, SKILLS AND ABILITIES

Requires good knowledge of: the practices, methods, tools and materials of the plumbing trade; applicable sanitary and safety codes and ordinances; occupational, hazards and the techniques of safety precautions.

Requires considerable skill in the use of the tools, materials and equipment of the plumbing trade.

Requires the ability to communicate effectively with others, both orally and in writing, and to be able to work cooperatively with others.

Ability to read and interpret blueprints, diagrams, schematic, and written reference material.

Must be able to lift and carry heavy objects (100 lbs.) and to perform moderately heavy manual work.

EDUCATION AND EXPERIENCE

Requires a high school diploma or equivalent, supplemented by completion of a recognized apprenticeship in the craft and five years of experience as a journeyman plumber.

Certification as Commonwealth of Massachusetts Licensed Master Plumber preferred, but not required.

Must be in good physical health and be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

Substantial knowledge of State Plumbing Code.

A valid Mass. Drivers License required, CDL desirable, but not required.