

## **FOREMAN PLUMBER**

**GENERAL STATEMENT OF DUTIES:** Supervises and performs in the repair and replacement of all piping, plumbing, heating and gas fitting fixtures and appliances; inspects plumbing and heating facilities and equipment in buildings and advises on replacement or repair by himself or by outside contractor if job is too large.

**SUPERVISION RECEIVED:** Works under the supervision of the Superintendent of Buildings, the Maintenance Supervisor or the Director of Operations to the County Commissioners.

**SUPERVISION EXERCISED:** Exercises working supervision over employees assigned to him (when needed) in the repair and replacement of plumbing and heating piping and fixtures in courthouse buildings.

### **EXAMPLES OF DUTIES:**

1. Supervises employees or contractors on the removal of paneling, walls, ceilings or drilling of holes to obtain access to broken plumbing, heating, or gas lines to be repaired or installed.
2. To be on call in case of emergency breakdowns and leaks in buildings.
3. Make daily repairs to equipment, where needed.
4. Check toilets, washing and heating units daily to evaluate if they are working properly.
5. Supervises and assists in the placement of radiators, piping and fixtures.
6. Inspects facilities and equipment in buildings to determine the need for repair or replacement.
7. Estimates the approximate amount of materials and cost of job he is to perform.
8. Requisitions supplies, materials and equipment needed for jobs.
9. Supervises in the removal, disposal and placement of fixtures to be replaced.
10. May be required to fill a Senior Building Custodian or Janitors position at the request of the Supervisor of Buildings or designee.
11. Supervises the cleaning and removal of broken and defecting equipment that has been replaced.
12. Maintains records of production and materials used on the job.
13. Inspects and recommends steps to be taken relating to plumbing and heating in county buildings not under his service when needed.

### **QUALIFICATIONS:**

1. Must have Master Plumbing and Gas Fitting licenses.
2. Thorough knowledge of the tools, materials, methods, and standard practices used in the trade.
3. Thorough knowledge of methods of repairing, replacing, and installing plumbing, heating, and gas fitting appliances existing in buildings at present time.
4. Considerable knowledge of the occupational hazards and safety precautions of the trade.
5. Considerable skill and ability to execute oral and written orders without any supervision.
6. Considerable ability to supervise and instruct any help supplied to assist in the repair or installation of plumbing or heating fixtures.
7. Considerable ability to instruct any helpers in the proper methods, procedures and practices used in the plumbing trade.
8. Ability to estimate and order necessary supplies and equipment.
9. Ability and knowledge to keep accurate production records.
10. Ability to determine the type of plumbing and fixtures needed.
11. Knowledge of the Commonwealth of Massachusetts Sanitary and Gas Law Codes.

*Revised 11/2013*