

Plumber, Lead Person Building Maintenance

A complete application includes all application materials, proof of education and three supervisory references. HCPSS employees must have at least one reference from a current supervisor.

Applicants must submit all required materials in a timely fashion.

Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.

Description:

This is a senior skilled and technical level operations position, which includes general supervision responsibility Under general direction from the plumbing shop manager, frequently works independently and may assist with the training/mentoring of employees in the plumbing trade, as assigned. Maintains plumbing systems within the school system facilities. Work is reviewed periodically.

This position is designated as an “emergency employee” under the AFSCME negotiated agreement and may require a response during inclement weather and other emergencies

Essential Job Functions:

- Ability to stand, walk, sit, bend, squat, climb, and use arm and hand movements.
- Ability to carry tools, handle materials and lift equipment of 80 to 100 pounds.
- Ability to climb and work at heights on aerial lifts, catwalks, scaffolding, stepladders and/or extensions ladders.
- Ability to work in a kneeling positions or confined spaces.
- Ability to crawl in, under, over, or through equipment.
- Ability to respond to emergency calls.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Examples of Work:

- Assigns specific tasks to plumbing personnel.
- Prepares work orders, time-keeping records, and reviews inventory documentation.
- Orders materials and equipment.
- Reviews and evaluates work for quality and completeness.
- Coordinates with the lead personnel in the other trades within the Maintenance Department.

- Performs complex plumbing system repair and installation.
- Trains and supervises non-licensed plumbers.
- Provides recommendations to management for use in strategic planning.
- Assists management in enforcing HCPSS policies and procedures.
- Assists management in determining needs to include in systemic capital projects
- Repairs, replaces, and maintains domestic water systems, gas, drainage, sewage, gas burners/furnaces, and other plumbing systems.
- Mechanically unclogs stopped-up sewer lines, toilets, urinals, water coolers, sink drains, and interceptors.
- Repairs or replaces domestic water heaters and all related piping, valves, and pumps.
- Repairs or replaces pump circulators, bearing assemblies, and motors.
- Inspects, repairs, and replaces backflow preventers and associated components.
- Repairs and replaces sewage ejector pumps and pits.
- Repairs and replaces fire sprinkler system components including, but not limited to, piping, sprinkler heads, and flow switches.
- Orders materials used in the trade.
- Maintains records and reports on materials and equipment used.
- Plans installations and layout work from engineering drawings, sketches, diagrams, or other specifications.
- Prepares sketches showing location of equipment.
- Plans new plumbing systems in conjunction with existing equipment.
- Operates motor vehicles.

Minimum Qualifications:

Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.

Education:

High School diploma or GED (must scan and upload to the online application). Foreign credentials must be evaluated as U.S. High School diploma or above.

Experience:

Seven years of trade experience

Required Licenses and Certificates:

- Valid driver's license and good driving record.

- Active Apprentice Plumber's license issued by the State of Maryland, Department of Licensing and Regulation, Board of Commissioners of Practical Plumbing for Howard County.
- Journeyman Plumber's license within six (6) months of the date of hire for this position.

Physical Requirements:

- Ability to stand, walk, sit, bend, squat, climb, and use arm and hand movements.
- Ability to carry tools, handle materials and lift equipment of 80 to 100 pounds.
- Ability to climb and work at heights on aerial lifts, catwalks, scaffolding, stepladders and/or extensions ladders.
- Ability to work in a kneeling positions or confined spaces.
- Ability to crawl in, under, over, or through equipment.
- Ability to work in adverse weather condition

Required Knowledge, Skills and Abilities:

- Knowledge of standard plumbing practices, methods, tools, instruments, and equipment.
- Utilizes thorough working knowledge of plumbing systems with regard to installation and maintenance and troubleshooting of work.
- Ability to order materials.
- Skilled in the use of hand tools utilized in the plumbing trade.
- Ability to organize work, read engineering drawings, sketches, diagrams and other specifications
- Ability to interpret and prepare work orders with respect to time and materials used.
- Ability to troubleshoot and determine damage to plumbing equipment and insure repairs meet safety regulations.
- Ability to establish and maintain effective relationships in the supervision of other plumbing personnel.
- Ability to establish and maintain effective communication and good working relationships with fellow workers and school administration.
- Ability to operate a motor vehicle safely.
- Knowledge of principles of safety as they relate to the trade.

Other Desirable Qualifications:

- Additional plumbing study at a trade school.
- Previous experience with fire sprinkler systems.

Salary:

This is a 12-month position, on the Maintenance/Warehouse Salary Scale in the AFSCME

Dr. Michael J. Martirano, Superintendent

Master Agreement <https://www.hcpss.org/f/employment/afscme-agreement.pdf>

Salary Grade 11 (if applicant holds an active Maryland Master Plumber license) \$23.89-42.45/hr.

Salary Grade 9 (if applicant does **not** hold an active Maryland Master Plumber license) \$21.88-38.95/hr.

Supplemental pay of 14% of base hourly rate for lead person responsibilities will be added to regular compensation. This rate is variable dependent upon the number of employees supervised by the Lead person. (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System).

Under the Fair Labor Standards Act, this position is not exempt from overtime.

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted by the closing date to be considered. Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned by the closing date of the posting.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
(410) 313-1521
Laurie_Watts@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Employee Safety:

Dr. Michael J. Martirano, Superintendent

The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his/her particular job.

The employee is further responsible for correcting and/or reporting any conditions within the building or grounds which may be hazardous to employees, students or staff members assigned to the building.

The employee is responsible for the safety and maintenance condition of their assigned vehicle.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

HCPSS is an Equal Opportunity Employer and Prohibits Discrimination, Harassment and Retaliation of Any Kind: HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants; and prohibits discrimination, harassment, and retaliation of kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.