

## Master Plumber

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

This is a senior skilled and technical level operations position, which will include general supervision responsibility. Work includes skilled trades at the master plumber level involving plumbing installation, maintenance, performing preventive maintenance work and monitoring, documenting and directing apprentices. Performs complex work involving troubleshooting, investigation and repair of plumbing, fire sprinkler and natural gas systems. Assignments are carried out in accordance with accepted trades standards and applicable regulations. Work is reviewed periodically on a project basis.

### **ESSENTIAL POSITION RESPONSIBILITIES**

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

- Maintains plumbing systems in buildings by repairing leaks in fixtures and domestic piping, mechanically unclogging sewer lines and fixtures, and repairing pumps, bearing assemblies, and motors, including preventive maintenance. Also responsible for the maintenance and repair of sewer ejector pump stations.
- Respond to routine and emergency calls for repairs and service.
- Maintains natural gas systems in buildings by repairing natural gas equipment, piping, and fittings.
- Conducts emergency repairs to the fire sprinkler systems in kind using all like components.
- Conducts quality control inspections on work performed by others.
- Assists with the training/mentoring of employees in other mechanical skills trades, as assigned. Provides assistance, instruction and oversight of the Apprenticeship Program.
- Manages work performed by contractors.
- In the absence of the Lead Person, assumes their responsibilities and duties.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard plumbing practices, methods, tools, instruments, and equipment
- Utilizes thorough working knowledge of plumbing and heating 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 specifications
- Ability to interpret and prepare work orders with respect to time and materials used

- Ability to troubleshoot and determine damage to plumbing or heating 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
- Strong written and verbal communication skills.

### **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

**Education:** High school diploma or GED equivalent.

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualifications.

**Experience:** three (3) years of experience as licensed master plumber.

### **PREFERRED QUALIFICATIONS**

- Plumbing study at a trade school.
- Experience with fire sprinkler systems

### **LICENSURE**

- Active Master Plumber's license issued by the State of Maryland, Department of Licensing and Regulation, Board of Commissioners of Practical Plumbing for Howard County.
- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record.

### **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 respond to emergency calls

### **PRE-EMPLOYMENT PHYSICAL**

- The person selected for this position must meet all requirements of the physical examination.

### **EMPLOYEE SAFETY:**

- 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 their particular job. The employee is further responsible for correcting and/or reporting any conditions within the building or grounds that 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.

## **SPECIAL REQUIREMENTS**

This position is designated as an “emergency employee” under the AFSCME negotiated agreement and may require a response during inclement weather and other emergencies. When work cannot be scheduled during the school year during normal hours, weekend/evening and shift work may be required as allowed by the AFSCME negotiated agreement. Maintenance employees are issued a school system cell phone to receive calls from their supervisor and respond to emergency events as needed.

## **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will receive further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

## **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade XI on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale. Actual placement will be in accordance with the salary procedures of the HCPSS and the AFSCME Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

## **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the HCPSS.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (e.g., resume, letter of introduction, transcripts, licenses) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts



Office of Human Resources  
10910 Clarksville Pike  
Ellicott City, MD 21042  
Nicole M. Carter, Executive Director

---

Recruitment Specialist  
[laurie\\_watts@hcpss.org](mailto:laurie_watts@hcpss.org)

***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any 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.