

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

PLUMBER FOREMAN

QUALIFICATIONS:

1. High School Diploma or equivalent G.E.D.
2. New Jersey State Plumbing License.
3. Four (4) year apprenticeship and achievement of journeyman status.
4. At least five (5) years of experience as a journeyman plumber/HVAC with demonstrated ability to work with others and supervise.
5. Ability to coordinate work processes around the schedules of a number of other trade groups simultaneously.
6. Union member in good standing.

REPORTS TO:

JOB GOAL

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Responsible for providing direct field supervision for Plumber/HVAC journeymen and assigned laborers.
2. Assist and occasionally perform the work of a plumber/HVAC specialist alongside those being supervised.
3. Maintain attendance record keeping on assigned staff.
4. Schedule staff to work assignments, and directly supervise their performance.
5. Assist in estimating job costs and material needs.
6. Expedite purchases, and delivers materials and supplies to job sites.
7. Read and interpret blueprints. Serves as field liaison with architects, engineers, and outside contractors as needed.
8. Assist in maintaining the operation of all school buildings, and power plants in the School District.
9. Exercise safe and appropriate work habits.
10. Demonstrate general knowledge of work processes within skill area.
11. Interacts with all tradespersons on job sites in a positive manner.
12. Works in consultation with the Coordinator of Capital Projects and the Executive Administrator of Buildings and Grounds, other departments, and vendors as needed to ensure that plumbing issues are handled in a smooth and timely manner.
13. Perform other duties and assumes responsibilities related to the operation of the maintenance department, as may be assigned by the Executive Administrator of Buildings and Grounds or his designee.

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: MEL

SALARY: In accordance with M & L contract

STATUS: Hourly___ Salaries___
Exempt___ Non-Exempt___

EVALUATION: Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

BOARD APPROVAL: _____

Board Approved
October 26, 2015