

Plumber/HVAC Assistant/Laborer

Department: Central Maintenance

Division: n/a

Appointing Authority: Mayor

Grade: CM1

Revision Date: 8/11

Bargaining Unit: None

Definition:

Performs semi-skilled work at the apprentice level in the installation, repair, maintenance, and inspection of all plumbing, HVAC equipment and other associative machinery, equipment and systems in Town and School facilities to ensure integrity of systems and safety of all facilities; all other work that is logical to the position as required.

Supervision:

Performs plumbing and HVAC system repair and maintenance duties under the direction of the Town Plumber/HVAC. Works independently on routine work and assigned projects.

Works under the general direction and supervision within established policies of the head of Central Maintenance or designee.

May be responsible for some oversight of maintenance staff or summer workers. May direct one or two personnel as assigned.

Environment:

Duties are performed under typical field, building and construction conditions with exposure to weather extremes and other hazards; operates standard office equipment; field work involving inspections or on-site visits. Noise level is usually moderate to at times loud. Exposure to sewage, grey water, oil/grease, chemicals, gases and other environmental hazards.

Performs varied and responsible functions requiring independent judgment to ensure compliance with applicable laws, regulations, and departmental policies.

Has contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal agencies, vendors, consultants, contractors, outside organizations and the general public.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, building and employee safety; cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town; and significantly impact long-term capital planning and infrastructure.

Must drive self to job sites and locations as necessary.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

As assigned assists with or performs non-complex repairs and preventive maintenance for Town and School facilities and equipment in the areas of plumbing and HVAC system service, maintenance and installation work on building and site plumbing systems; scheduled, emergency and preventative maintenance on plumbing lines and fixtures and HVAC systems; including but not limited to locates leaks, performs shutdown, perform repairs; installation of new construction such as sinks, showers, toilets, urinals, water heaters, and piping for gas and water. Performs preventative maintenance on assigned equipment.

As assigned assists with or performs repair and/or replace defective or leaking sinks, faucets, urinals, toilets flushometers, showers, water coolers, hot water heaters, boilers, motors, compressors, pumps, unit heaters, storage tanks and piping and plumbing, duct work, and sump pumps.

As assigned assists with or performs procedures to unclog roof drains, floor drains and grease traps; in installation of new equipment and apparatus as needed; in repair and replacement of heating/ventilation units, steam traps, radiators and associated equipment.

As assigned assists with or performs tasks such as tear down equipment, apparatus or other items to make required adjustments or repairs. Replace worn, damaged or defective parts, bearings, belts, valves, etc.

As assigned assists with or performs tasks such as reassemble and adjust equipment for proper operation. Correct ordinary troubles at work site and perform work with a minimum of delay or interference to building activities. Perform all designated mechanical, plumbing, hydraulic, pneumatic, rough carpentry, duct, HVAC and other repairs as assigned.

As assigned completes work orders, maintains plant maintenance logs for each site in which work is done.

As assigned assists with or performs other semi-skilled interior and exterior building maintenance and repairs such as painting, floor covering, carpentry, mechanical, and other unskilled and semi-skilled trades work and other duties as assigned.

Minimum Qualifications: (Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.)

Education and Experience:

High school diploma in vocational program. Three years experience in custodial or maintenance work including the repair and servicing of facilities and equipment, preferably in a municipal setting; or any equivalent combination of education and experience enabling performance of all aspects of the position.

Knowledge, Ability and Skill:

Requires basic understanding of plumbing and HVAC systems and principals upon which such systems are designed and operate; the ability to use schematics and to understand verbal instructions of a technical nature; working knowledge of other trades highly desirable. Knowledge of the hazards and safety

precautions common to maintenance and repair activities; of the various types of materials, equipment, tools, methods and techniques used in the installation and maintenance of plumbing and HVAC systems.

Ability to read, interpret and understand plans, schematics, ladder logic, drawings, operation manuals, and other technical documents.

Familiar with the operation, maintenance and use of equipment, testers and tools of the trade.

Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Must be punctual and perform all aspects of job responsibilities with honesty and integrity.

Perform other semi-skilled interior and exterior building maintenance and repairs such as painting, floor covering, carpentry, mechanical, and other unskilled and semi-skilled trades work and other duties as assigned.

Physical Requirements:

Physical ability to perform manual work for 8 hour day or longer if required. Work may involve lifting objects weighing 50-75 lbs and pushing and pulling objects weighing up to 100 lbs; work in cramped areas or awkward positions for prolonged periods of time; exposure to ambient conditions including hot, humid, cold or wet conditions.

Work may require use of staging, ladders or mechanical/hydraulic lifts at various heights. Moderate to strenuous physical effort required to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to use computer keyboard and write instructions under standard office conditions; to use specialized power and hand tools and equipment utilized in the trade. Designing, drafting, calculating and related duties involve concentration of mental and visual attention with manual coordination for sustained periods.

Special Requirements: Must possess a valid Massachusetts driver license or have the ability to obtain one prior to employment. Must possess RSES Refrigerant Usage Certification. Must pass CORI check. May be required to respond to or be on-call for emergency situations outside of normal work hours.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Human Resources Director

Date

Revision History: Initial 8/11

Department Head

Mayor