



West Windsor-Plainsboro Regional School District

Job Description

Job Title: District Plumber
Department: Buildings and Grounds
Reports To: Director of Buildings and Grounds
Salary Guide: Non-Affiliated F; Twelve month contract
Prepared Date: 31 August 2021

Position Summary: The District Plumber provides skilled work required to safely and reliably operate, service, clean, and protect all systems, heavy stationary equipment and all ancillary systems, components and hardware in a central power plant, producing and distributing steam and chill water throughout the district.

Qualifications: High School Diploma or equivalent GED. At least 5 years of experience as a journeyman plumber/HVAC with demonstrated ability to work with others and unsupervised. A valid NJ State Plumbing License. Able to coordinate work processes around the schedules of District functions. Formal vocational education/training in operations and maintenance of boilers, chillers, turbines, generators or control systems is desired. Valid Driver's license.

Essential Duties and Responsibilities:

- Performs operations, maintenance, repair, services, cleaning, and corrosion control work as assigned primarily.
- Monitors and logs information from meters, gauges, equipment controls, valve conditions, switch settings, and the energy management and control system in accordance with assigned procedures.
- Performs assigned chemical tests of various water sources, documents results, and makes adjustments in accordance with assigned procedures.
- Monitors Energy Management and Control System for alarms and initiates corrective actions in accordance with assigned procedures.
- Handles telephone communications tactfully in accordance with assigned procedures and provides excellent customer service.
- Monitors entire plant facility including equipment and confined spaces for intrusions, defects, and changed conditions and initiates corrective actions in accordance with assigned procedures.
- Routinely documents in plant operations logbook compliance with assigned procedures noting the details including the date and times.
- Works effectively with others including subcontract personnel to accomplish assigned work safely, reliably, and cost effectively.

- Reads blueprints and drawings to understand or plan the layout of plumbing, waste disposal and water supply systems. Serves as a liaison with architects, engineers, and vendors as needed.
- Cutting, assembling, and installing pipes and tubes with attention to existing infrastructure (e.g. electrical wiring).
- Stay current on building codes and requirements.
- Installing and maintaining water supply systems.
- Installs pipes and fixtures, such as sinks, toilets, water, gas, steam, air, or other liquids.
- Working knowledge of heating and ventilation systems.
- Solid understanding of water distribution and disposal systems.
- Assist in eliminating job costs and material needs.
- Exercise safe and appropriate work habits.
- Keep records of assignments and produce detailed work reports.
- Interact with all job trades in a positive manner.
- Assist in maintaining the operation of school buildings and power plants in the district.
- Good communication and interpersonal skills.
- Work in coordination with other departments and vendors as needed to ensure that plumbing issues are handled in a timely manner.
- Perform other duties and assume responsibilities related to the operation of the Buildings and Grounds Department, as may be assigned by the Director of Building and Grounds or designee.

TECHNOLOGY SKILLS

Proficient in computer applications pertinent to support the position, including but not limited to Microsoft Word, Excel, Access, and Powerpoint.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

Full range mobility outdoors, indoors, and in confining areas using stairs, ramps or ladders. Manual dexterity with power and hand tools. Visual acuity. Must be able to stand and work as long as 12 hours in different positions. Handle 40-60 pound bags of salt for storage and replacement of salt levels in brine tanks. Handle 30-45 gallon barrels of soap and lubricants for storage and use in various equipment. Ability to handle plumbing tools and equipment to complete the task. Good physical condition and strength with ability to climb roofs, ladders and to work in awkward spaces.

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 8/31/2021

Certified by: C. J. Comella
Director of Human Resources

