

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Plumber/Electrician

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Performs highly skilled work in the maintenance and repair of District electrical and plumbing systems and fixtures. Reports to the Director of Buildings and Grounds.

### ESSENTIAL FUNCTIONS

Performs electrical repairs and maintenance such as replacing wiring devices, repairing and maintaining lighting equipment, switch equipment, control panels, kitchen appliances, etc.

Installs conduit wire, computer cable, and circuit breakers.

Coordinates contract electrical and plumbing work; gathers information, prepares specifications, reviews bids, assists in awarding bids, supplies materials, inspects completed work and approves/disapproves such work, and performs related activities.

Provides assistance with electrical repairs to HVAC and communications/security systems.

Utilizes various tools such as hand tools, electrical meters and instruments, pipe benders, cable and pipe locators, etc.; operates equipment such as a vehicle, power tools, forklift, etc.

Interacts with immediate supervisor, school employees, electricians, engineers, and contractors.

Utilizes electrical diagrams, blueprints, and troubleshooting charts in repairing, installing and maintaining electrical systems.

Conducts general plumbing maintenance which involves such duties as replacing faucets and plumbing fixtures, repairing water valves and flushing components, repairing drain field lines and septic tank lines, repairing sewer lines and associated lines, etc.

Performs sewer and water repairs such as unstopping commodes, repairing sewer lines, etc.

Installs irrigation lines and maintains irrigation systems at school and ball field locations.

Operates various equipment in the performance of duties including power tools, hand tools, plumbing hand tools, sewer cables, power sewer machines, drill motors, and ditch machines, backhoes, cleaning agents, backflow testers, etc.

Estimates material requirements for projects and submits purchase requisitions for same; works with vendors/suppliers as required.

Monitors all plumbing and related maintenance equipment to ensure necessary and timely replacement/maintenance.

Prepares and utilizes various records and documents in the performance of duties including work orders, blueprints, schedules, logs, equipment manuals, etc.

May be assigned to perform work as a water treatment operator; B-3917 Environmental Certification of S.C.; monitors wells, tests water, repairs pumps, prepares DHEC reports, and performs related operational tasks as required.

Willingly performs other related duties as assigned or requested.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

High school graduate with vocational/technical school training in electrical construction and plumbing with six to nine years of experience in commercial plumbing and electrical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. May be required to possess a Wastewater 'D' Certification. Must possess a valid commercial driver's license, plumbing license and electrical certificate.

### **Knowledge:**

Extensive knowledge in the methods and procedures used in electrical maintenance, repair and installation. Knowledge of the policies, procedures and activities of the District as they pertain to the duties of the job. Complete and thorough knowledge of state and local building codes related to the installation and maintenance of electrical systems. Knowledge of the practices, methods, materials and tools used for repair, installation and maintenance of electrical systems. Knowledge of the occupational and safety precautions of the trade. Knowledge of trade terminology. Knowledge of the proper and safe use of equipment and machinery necessary for assignment completion. Knowledge of the principles of leadership and supervision. Extensive knowledge in the methods and procedures used in general plumbing repairs and installation. Knowledge of all standards and regulations pertaining to plumbing installation and repair. Knowledge of the practices, methods, materials and tools used for maintaining and repairing plumbing systems. Knowledge in applying sketches, plans, blue prints, and work orders for the completion of assigned work.

### **Skills/Effort:**

Ability to follow detailed oral and written instructions. Ability to perform manual work requiring physical strength and agility. Ability to work from work orders, blueprints, electrical diagrams and plans. Ability to locate and repair electrical/plumbing system malfunctions. Ability to repair, install, and/or maintain plumbing systems or electrical devices, control panels, computer cable, conduit wire, appliances, and other systems and devices incidental to the duties of the job. Ability to anticipate needed supplies, materials, tools and equipment needed for project completion. Ability to provide supervision and/or leadership to subordinate crew and/or maintenance personnel, and to outside contractors.

### **Working Conditions:**

Work is conducted indoors and outdoors with exposure to discomforting environmental conditions such as heat, cold, humidity, noise, dusts and wetness. Heavy physical exertion is frequently required to move objects weighing up to one hundred-fifty pounds. Skill in using tools such as hand tools, sewer cables, power sewer machines, drill motors, etc. Ability to properly install, locate and repair irrigation systems. Job requires operation of a vehicle for completion of daily duties.

### **Responsibility:**

No budgetary responsibility.  
Supervisory responsibility for assigned employees/contractors.

## **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____