

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Maintenance Plumber Foreman		<b>Class Code:</b> 004HD1
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> LTC 1	<b>Effective Date:</b> 11-7-14
	<b>Summary:</b> The incumbent is responsible for installation and maintenance of plumbing systems at a state facility.		

**Duties:**

- Plans work and determines appropriate equipment to requisition;
- Estimates needs for maintenance projects;
- Requisitions and secures required equipment, tools and manpower to complete projects;
- Inspects grounds, buildings and equipment to ensure proper plumbing operations;
- Checks all requisitioned equipment to ensure quantity, quality and specifications;
- Supervises a crew of skilled plumbers and support laborers assigning work, inspecting it and providing technical assistance;
- Schedules work, maintains work orders and progress reports and keeps time records;
- Supervises and participates in installation, maintenance and repair of water, steam and sewage systems;
- Ensures that all safety standards and precautions are followed by all subordinate workers;
- Ensures that all plumbing systems meet regulatory laws;
- Performs related duties as required.

**Job Requirements:**

- Thorough knowledge of practices, methods and standards of installation and maintenance of plumbing systems;
- Thorough knowledge in the use of pipe cutters, threaders, reamers, caulking tools, pipe wrenches and plumbing tools;
- Thorough knowledge of the occupational hazards, safety precautions and sanitary regulations of the trade;
- Ability to plan and estimate proposed projects in terms of equipment, man hours and costs;
- Ability to lay out, assign, schedule and supervise the work of skilled plumbers;
- Ability to obtain and hold a valid driver's license;
- Ability to perform all duties of a skilled plumber.

**Difficulty of Work:**

Guidelines consist of the plumbing codes and established practices and procedures. The work is of moderate complexity consisting of daily application of skills, knowledge and guidelines to individual situations.

**Responsibility:**

Incumbent is responsible for coordinating all plumbing work on construction jobs with work of other tradesmen and is responsible for scheduling, planning and supervising plumbing activities. Incumbent works independently making overall cost estimates and amends plans as appropriate. Planning and preventive maintenance inspections require incumbent to anticipate problems and prevent damage to equipment and to plumbing systems.

**Personal Work Relationships:**

Incumbent works with maintenance staff, facility staff and/or private contractors for the effective maintenance of the facility. Incumbent may also have contact with residents or offenders in the course of performing duties.

**Physical Effort:**

Incumbent operates complex manual and electric powered equipment used in flushing sewers, pumping out grease traps and installing steam lines. Work frequently requires lifting, walking, climbing and straining.

**Working Conditions:**

Incumbent is required to perform maintenance work in uncomfortable situations such as in extremely warm maintenance rooms, in unfavorable weather conditions in case of emergencies, in outside ditches and in underground tunnels.