

PLEASE POST

PLEASE POST

**PERSONNEL VACANCY NOTICE**

**GARY COMMUNITY SCHOOL CORPORATION**

900 Gerry St  
Gary, IN 46406

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Paige McNulty, Emergency Manager

**POSITION: Foreman Plumber**

**SALARY: To Be Determined**

**REPORTS TO: Director of Buildings, Grounds, and Maintenance**

**PURPOSE STATEMENT**

Maintain Gary Community School Corporation Facilities. Supervises and coordinates activities of Plumbers and Maintenance Plumbers engaged in construction, installation, repair of pipes, fittings and fixtures of water heaters, water and drainage systems of buildings, time estimates, preventive maintenance and procedures in the work place required for the overall building function of the GCSC to operate in an effective and safe manner for our staff and students.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Performs all duties of Journeyman Plumber.
- Plans, schedules, assigns, evaluates and follows up on work for in-house plumbers.
- Plans, schedules, assigns evaluates and follows up on work for temporary staff (Plumbers).
- Plans, schedules, assigns, evaluates and follows up on work for outside plumbing contractors.
- Inspects and prepares evaluation reports on plumbing work performed by outside contractors used for maintenance and construction projects.
- Prepares specifications for materials used by plumbers.
- Prepares annual request for materials and supplies.
- Orders necessary materials and supplies to perform plumbing tasks. Schedules staff to assignments with available materials and supplies.
- Prepares cost estimates for plumbing work as requested by the Supervisor of Maintenance.
- Evaluates incomplete work orders, develops a plan of action.
- Completes work orders and turns in completed work orders within one day of completion of work.

- Works irregular scheduled hours as needed to cover supervision of Plumbers on afternoon shift.
- Studies building plans and working drawings to determine work aids required and sequence of installation.
- Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe.
- Locates and marks positions of pipe and pipe connections and passage holes for pipes in walls and floors.
- Studies production schedules and estimates worker hour requirements for completion of job assigned.
- Submits comparison reports on actual hours vs. projected hours.
- Interprets company policies to workers and enforces safety regulations.
- Interprets specifications, blueprints and work orders to workers and assign duties.
- Establishes or adjusts work procedures to meet production schedules.
- Recommends measures to improve production methods, equipment performance and quality of product.
- Suggests changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyzes and resolves work problems or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Confers with other supervisors and coordinates activities of individual department.
- Works along or with other plumbers, other crafts, and / or with laborers.
- Performs supervisory duties and planning abilities.
- Performs desk work.
- Applicant will be expected to stand.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

### **SUPERVISORY RESPONSIBILITIES**

Plumbers.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Plumbing, as it applies to maintenance code requirements and safety standards.
- Troubleshooting skills, plumbing techniques, equipment, materials and tools used by a plumber.

Skill in:

- Communicating with staff and administration.
- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Physically perform heavy lifting.
- Perform work inside and outside in high places.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent. Must be a Journeyman Plumber having completed the apprenticeship program. Must have five (5) or more years experience as a Journeyman Plumber. Must have the capability to communicate with staff and administration. Must have a thorough knowledge of reading plans and specifications related to construction. Must have a thorough knowledge of Preventive Maintenance as it applies to their trade. Must have a thorough knowledge of Preventive Maintenance schedules, maintaining manuals for new equipment and implementing programs. Must be capable of developing and implementing standard operation procedures for their department.

### **CERTIFICATION**

Must be licensed by the State of Indiana. (Plumber). Applicant must have a valid drivers license; may be expected to drive a maintenance vehicle.

### **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands, arms, and shoulders. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward.

The employee continuously uses hand strength to grasp tools and length strength to climb ladders. The employee will frequently stand on wet and/or slippery floors, to bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as piping and pool valves. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors or other heavy, mechanical equipment.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment and will frequently work on wet, slippery floors. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays.

The employee may be exposed to noxious fumes and odors, and bio-hazardous waste products. *The employee is required to use personal protective equipment (PPE) as mandated or as needed.*

The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Testing**

- Drug Test

### **Certificates & Licenses**

- See Above

### **Continuing Educ./Training**

- See Above

### **Clearances**

- Background Clearance

**METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation  
Click on "Employment"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
900 Gerry St  
Gary, IN 46406

Human Resources Department  
Classified: April 15, 2020

**EQUAL OPPORTUNITY EMPLOYER**