

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry Street
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Plumber

SALARY: To Be Determined

REPORTS TO: Director of Buildings and Grounds

PURPOSE STATEMENT

Maintain Gary Community School Corporation Facilities. Performs the installation and repair of wooden structures and fixtures.

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.
- 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.
- 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.
- Works alone or with support of laborers.
- 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

None.

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 and have five (5) or more years' experience as a Journeyman Plumber or must be a plumber with ten (10) or more years of qualified experience as a plumber with Local Plumber Union Membership Card. 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.

CERTIFICATION

Must hold a state plumbing license. 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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including

the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include 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.

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
900 Gerry Street
Gary, IN 46406

Human Resources Department
Classified: April 15, 2020

EQUAL OPPORTUNITY EMPLOYER