



T U L S A

PUBLIC SCHOOLS

Job Title: Plumber Foreperson

Department: Maintenance

Reports To: Director and Maintenance Manager

Grade: MT-16

Number of Days: 12 Months

Security Access: None

Current Date: October 16, 2012

Overtime Status: Non-Exempt

Job Objectives: To maintain the highest quality plumbing service to the District. The Plumbing Foreperson is expected to coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship. Assign tasks/work orders to the employee's and specify methods to coordinate the workflow to facilitate completion of all jobs. Stock and maintain a running inventory of supplies, parts and materials to complete job assignments.

Minimum Qualifications:

- Must have five to ten years or more experience and high school diploma or GED equivalent required.
- Must be a self-starter, highly motivated, have a positive attitude and capable of relating to management, staff and other employees.
- Must be conscientious, exhibit good leadership skills and workmanship in all areas of trade.
- Must have a City of Tulsa and State Journeyman or Contractor license.
- Must maintain a current and valid Oklahoma Driver License.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist in new installation and/or repairs to existing plumbing fixtures, heating equipment, water and drainage systems, water heaters, etc.
- Employee must be able to perform preventative maintenance as scheduled.
- Coordinate with other shops as needed and perform various other tasks as assigned by management as needed.
- Must be willing to work overtime without advance notice.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- A Foreperson must demonstrate the ability to provide estimate of labor and material cost for projects upon request.

- Conduct routine quality control inspections on jobs in progress.
- Maintain accurate shop inventory for material and tools.
- Must enforce all MSDS requirements and city/state building codes.
- Develop and implement safety awareness program according to OSHA standards.
- Ability to complete new installations, and make repairs to plumbing fixtures, gas, water and drainage systems, hot water heaters, and heating equipment.
- Perform other tasks as assigned by management.

Supervisory Responsibility:

- The Foreperson supervises trains and coordinates the activities of workers.
- Demonstrate the ability to effectively supervise, direct and motivate employees.
- Coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate and ensures quality workmanship.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Extreme weather conditions (heat/cold); confined space entry.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.