

## PLUMBER SUPERVISOR

### KIND OF WORK

Supervisory, skilled and licensed plumbing work.

### NATURE AND PURPOSE

Under limited supervision, an employee in this class supervises skilled and licensed Plumbers, laborers and other maintenance employees in the installation, extension, replacement, alteration, maintenance, and repair of plumbing drainage and sewage disposal systems including, but not limited to, water supply/distribution pipes, drainage and vent pipes and building drains, fittings, hydrants, valves, and plumbing and heating fixtures and traps according to specifications in the State Plumbing Code. Performs related work as required.

This class differs from the Plumber and Plumber - Master in Charge because it exercises full, supervisory authority over a group of subordinate employees including licensed Plumbers, labor and maintenance employees. Supervisory responsibilities performed by an employee in this class include: directing, assigning and controlling workflow; effectively recommending hiring and disciplinary actions; writing and revising position descriptions; and conducting training and performance evaluations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, organizes and directs the work activities of subordinate plumbing staff to attain assigned goals by approving and authorizing plumbing projects; by estimating and budgeting for material and labor cost; by ensuring that plumbing and safety standards, procedures and techniques are followed by subordinate staff; and by coordinating plumbing projects with other skilled crafts.

Exercises supervisory authority to equitably administer labor contracts to assure that plumbing staff will effectively perform assigned job duties by directing the work of other plumbers and maintenance employees; by assigning and controlling the flow of work; by writing and revising position descriptions; by training; by recommending hiring and disciplinary actions; and by conducting performance evaluations.

Monitors the work and activities of other licensed Plumbers and Plumber/Fitters, less skilled laborers, maintenance employees, correctional facility inmates and regional center residents to determine that work and materials meet plumbing codes and to ensure the timely completion of projects by determining the most efficient work procedures, directing assignments and coordinating work with other trades; by instructing others and ensuring the use of appropriate procedures and equipment and compliance with safety standards; by inspecting the quality of work performed by others; and by recording hours worked and materials and equipment used.

Reviews plans, blueprints and specifications and develops sketches, instructions, specifications and material lists for plumbing projects to understand the scope of the project and to recommend changes by reading and interpreting the plans, blueprints and specifications; by researching the plans and specifications of previously completed plumbing projects; and by approving the final details of the project and laying out work.

Estimates costs for time, labor and materials to prioritize, budget and schedule plumbing projects by determining the type and amount of supplies necessary to complete the project according to code and by making material lists; by selecting the best work procedures and laying out work; by determining equipment and labor requirements; and by requisitioning and checking necessary supplies and equipment.

Installs, extends, repairs, alters, replaces, maintains, and inspects/tests all water, sewage and gas systems in state buildings to ensure proper installation and water flow, waste disposal, drainage and fire protection according to state plumbing codes; by selecting the necessary supplies and equipment to complete the project most efficiently and according to code; by identifying the most direct and appropriate route to run the piping; by locating the area of broken pipe; by cleaning and sweating copper pipes and fittings; by cutting threads and tightening pipe and fittings; by welding pipe hangers and supports to secure all piping and connections; by installing any valves needed; by monitoring the water temperature of hot water boilers; by establishing and implementing preventive maintenance schedules; and by following safety standards and procedures to prevent injuries during plumbing projects.

Installs, repairs and maintains all plumbing fixtures (sinks, toilets, showers, drinking fountains, etc.) so that they are in working order to ensure sanitary conditions by selecting the necessary supplies for the plumbing project; by hanging and setting fixtures to ensure proper operation; by adjusting faucets and flush valves; by unplugging toilets and removing debris from sink traps; and by replacing worn or broken parts of plumbing fixtures.

Maintains and cares for plumbing supplies and equipment to ensure their safe and efficient use on current and future plumbing projects by inspecting the physical condition of all pipe threading, bending and tightening hand tools; by repairing or replacing worn or broken parts on welding equipment and by ensuring an adequate supply of steel, copper, plastic piping and plumbing fixtures for immediate repair projects.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

### Knowledge of:

Human resource policies, procedures and labor contracts sufficient to interview and select affirmatively; assign, schedule, direct, evaluate work performance and discipline subordinate staff.

Construction plans, plumbing specifications, standard plumbing practices and techniques sufficient to interpret, modify and follow the plans and specifications; sufficient to advise other skilled plumbers on more effective techniques and work methods to complete plumbing projects.

State Plumbing Code and standard plumbing practices, techniques, materials and tools sufficient to ensure that work and materials comply with code, to instruct others and verify that their work meets code, and to select appropriate supplies, materials and work methods and apply them to plumbing projects.

Plumbing tools and equipment, safety standards and procedures sufficient to complete projects efficiently and safely.

Shop math sufficient to estimate labor and material costs for planned projects.

Skill in:

Using hand tools (e.g., pipe cutters, benders, threaders, wrenches) and arc and acetylene welding equipment sufficient to install, maintain and repair water, sewer and gas systems and plumbing fixtures in state buildings.

Ability to:

Supervise and motivate Plumbers and other employees sufficient to direct them toward the timely completion of assigned projects.

Maintain and repair hand tools and welding equipment sufficient to ensure their availability and safe operation for plumbing projects.

Direct, instruct, monitor and inspect the plumbing work of licensed Plumbers and Plumber/Fitters, less skilled employees, inmates and residents sufficient to complete projects efficiently and safely.

Maintain plumbing project records of time and materials sufficient to report progress of the plumbing project and estimate future needs.

LEGAL AND LICENSURE REQUIREMENTS

Registration with the Minnesota Department of Health as a Master Plumber.

Est.: 11/69  
Rev.: 09/77; 08/91; 11/94

T.C.: 04/84  
Former Title(s): Plumber Foreman