

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Maintenance Mechanic 2

3. Working Title (if any):

Facilities Maintenance Plumber

4. Name & Class of First-Line Supervisor:

Kathy Cryan, Engineering Operations Manager

Work Phone: 266-4819

5. Department, Division & Section:

Public Works, Engineering - Operations

6. Work Address:

1600 Emil St.

7. Hours/Week: 40

Start time: 7:30 AM End time: 4:00 PM

NOTE: Hours are somewhat flexible provided start time is between 6:30 AM and 7:30 AM; four 10 hour days are possible.

8. Date of hire in this position:

N/A

9. From approximately what date has employee performed the work currently assigned:

N/A

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10. Position Summary:

This is skilled master level plumbing work in maintenance, repair and installation of plumbing facilities, irrigation systems, cross-connection devices, etc. found in a wide range of municipal facilities. Work involves planning, scheduling, overseeing, performing and evaluating plumbing trades work and construction, repair or maintenance work.

The work also involves overseeing, inspecting, contacting and/or consulting with outside contractors and vendors performing related construction, repair or maintenance work. This class is distinguished by responsibility for the overall operational activities of plumbing activities for the Facilities Maintenance section. Under general supervision, the employee exercises considerable judgment in meeting program objectives. Work includes functioning as a leadworker and directing subordinate facilities maintenance employees as may be assigned. Assignments are received from the Engineering Operations Manager and performed under limited supervision.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

30%	<ol style="list-style-type: none"> 1. Coordinate, oversee and perform plumbing maintenance, repairs, replacements and installations to city facilities, irrigation systems, pumping stations, cross-connections, and other water, sewer and gas systems. <ol style="list-style-type: none"> A. Perform plumber journeywork in accordance to practices and procedures consistent with the plumbing trade and in compliance with applicable code(s). B. Install, maintain and repair bathroom fixture equipment, appliances, pumps, water heaters, water softeners, domestic and special water piping. C. Install and maintain backflow preventers, eye wash stations and safety showers; test and maintain and report records per code and departmental requirements. D. Install, maintain and repair drain lines, storm and sewer, roof drains, etc. E. Install, maintain and repair fire pumps and standpipe systems. F. Inspect, install, repair and replace pipes, fittings and plumbing fixtures to maintain the heating water, gas, and plumbing systems of the plant. G. Oversee and participate in the winterization and spring charge up of appropriate plumbing systems managed. H. Function as a leadworker and direct other facilities maintenance employees as may be assigned in the performance of required work. I. Document all repair and/or replacement of plumbing components.
15%	<ol style="list-style-type: none"> 2. Perform routine, scheduled maintenance to a wide range of equipment in an assigned territory to ensure its reliability and peak operating efficiency. <ol style="list-style-type: none"> A. Per established schedules perform required preventive maintenance and inspection to a wide range of equipment including, but not limited to: <ul style="list-style-type: none"> ▪ HVAC - furnaces, boilers, air handlers, evaporators, condensers, fans, etc. ▪ Electrical - equipment rooms and enclosures, etc. ▪ General – door and window hardware, roofing systems, building envelope, etc. B. Ensure that preventive maintenance activities are completed as scheduled. C. Function as a leadworker and direct other facilities maintenance employees as may be assigned in the performance of required work. D. Record all routine maintenance activities and the results of routine testing for trending purposes.

	<ul style="list-style-type: none"> E. Identify any potential issues that may adversely affect the reliability and/or operating efficiency of equipment.
10%	<ul style="list-style-type: none"> 3. Respond to customer service call requests, including after-hours emergencies. <ul style="list-style-type: none"> A. Respond to a wide range of service call requests in assigned territory during regular business hours and to after-hour service calls at all City facilities during on-call shifts. Types of calls vary from plugged toilet/sink, no heat or air conditioning, to power outage, leaks, etc. B. Perform troubleshooting to identify source of problem. C. Determine appropriate measures to remedy problem. D. Take necessary action to remedy problem. E. Communicate findings, resolution and any follow-up action required to supervisor and customer.
7.5%	<ul style="list-style-type: none"> 4. Project Planning & Management <ul style="list-style-type: none"> A. Interpret building plans and inspect structures to assess material and equipment needs. B. Determine the material, methods, and tools involved in the construction or repair of plumbing systems and fixtures in a wide variety of municipal facilities. C. Develop plans and estimates for the design, installation, and maintenance of plumbing projects; includes determining time, equipment, and human and material resources needed to complete the work. D. Determine the layout, pitch, elevation, pressure reduction, expansion, and operation of various piping systems and equipment. E. Obtain proper permits as required by law to carry out plumbing work. F. Pick up building and plumbing materials for jobs from retailers and other off-site locations, as necessary. G. Determine what modifications in plans will be necessary when problems arise while completing a plumbing project. H. Schedule required inspections. I. Update all applicable drawings and maintenance schedules to reflect any changes made to existing systems. J. Ensure that spare parts inventories are updated for any new equipment added based on the manufacturer's recommendations.
25%	<ul style="list-style-type: none"> 5. Perform on-site reviews for sewer credit meter applications. <ul style="list-style-type: none"> A. Review existing holders of and new applications for sewer credit meters. B. Schedule on-site review to review plumbing system. C. Review facility plumbing to determine if the City's sanitary sewer system will not be used to dispose of the water for which sewer credit meter application was made. D. Complete necessary documentation including recommendation and forward to Sewer Engineering Section for approval.
10%	<ul style="list-style-type: none"> 6. Participate in the development, implementation, maintenance and enhancement of systems to increase organizational efficiency. <ul style="list-style-type: none"> A. Assist in maintaining computerized asset inventory to ensure that it is complete, accurate and up-to-date. B. Assume lead responsibility for collecting required maintenance task and interval requirements for plumbing-related assets. Review collected data with EOM and make recommendations for preventive maintenance plan

	<p>to be adopted for such assets by City Facilities.</p> <p>C. Assist in identifying appropriate re-order levels for parts, materials and supplies inventory.</p> <p>D. Recommend improvements and enhancements to existing systems.</p>
2.5%	<p>7. Other</p> <p>A. Clean and maintain assigned tools, and perform routine maintenance on special equipment used in the work.</p> <p>B. Assist other skilled trades workers on projects as needed.</p> <p>C. Perform other related work as required.</p>

12. Primary knowledge, skills and abilities required:

Thorough knowledge of related construction methods and practices relevant to the installation, maintenance and operation of all types of plumbing equipment. Thorough knowledge of building construction, repair and maintenance methods, materials and practices. Working knowledge of operation and maintenance of mechanical equipment. Thorough knowledge of occupational hazards and safety precautions. Ability to lay out and plan work and supervise semi-skilled and unskilled helpers. Ability to interpret and work from blueprints. Ability to train and assign tasks to custodial staff. Ability to identify, counsel and/or report performance or behavioral problems. Ability to understand, give, and carry out instructions. Ability to perform assigned tasks without close supervision alone or as part of a team. Ability to work independently, and to exercise judgment. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing. Ability to maintain records and make reports. Ability to use computers in performing and recording maintenance activities. Skill in the use of standard tools and equipment. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Motorized drain cleaning equipment including rodder and water jetters; video inspection and locating equipment; wrenches, vises, pipe cutting, bending and threading machines, soldering gun, torch, pipe thawer General power and hand tools.

14. Required licenses and/or registration:

Possession of a valid Wisconsin driver's license or ability to meet the transportation requirements of the position in question. Possession of a State of Wisconsin Restricted Master Plumber License or the ability to obtain within 6 months of hire. Registration with the State of Wisconsin as a Cross Connection Control Device Tester or the ability to obtain certification within six months of hire. Completion of confined entry, CPR and first aid training or the ability to complete certification within 6 months of hire.

15. Physical requirements:

Ability to lift up to 75 pounds. Ability to work safely in confined spaces and at considerable heights. Ability to climb, crawl and bend to reach areas where work is to be performed. Ability to work in adverse weather conditions.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.