



**Job Title:** Plumbing - Supervisor

**Wage/Hour Status:** Non-Exempt

**Reports To:** Director and Coordinators

**Pay Grade:** Auxiliary - 8

**Dept./School:** Facilities

**Revised:** 9/28/22

**Primary Purpose:**

The role of a shop supervisor is to assist the Director and Coordinators of the Facilities Department with the successful completion of all work assigned to the shop and to supervise, guide and train apprentices and journeyman. Supervisor must have technical skills and knowledge of various crafts but not limited to Plumbing field. This position includes leadership, motivates, monitors, and supervises the Plumbing team, and provides technical guidance regarding the inspections, installation, maintenance, and repair of all Plumbing equipment for AISD. Knowledge of administrative task such as scheduling and ordering material, systems, and software programs.

**QUALIFICATIONS:**

- High school diploma or equivalency
- Hold a valid Texas Driver's License and maintain a good driving record.
- Pass a criminal background check.
- Master level performance as demonstrated by references and experiences.
- Plumbing Master's license or 5 years Journeyman license experience, with an agreement that within a year of hire date a Plumbing Master's license is obtained.
- Extensive experience in commercial/industrial type work preferred.
- Must have thorough knowledge of codes and standards pertaining to the area assigned.
- Be willing to work with computers and other technology items, program and procedures required for AISD, tasks and needs.
- Provide supervision and training of persons assigned.
- Maintain required licenses if applicable.

**JOB DESCRIPTION AND/OR DUTIES:**

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.
- Self-starter, high initiative and requires little supervision.
- Interpret and enforce AISD policies. Responsible for supervisory duties including recommendation for hire/termination, evaluation, coaching, and discipline.
- Direct AISD Plumbers technicians and contractors engage in the installation, maintenance, and repair of all the AISD Plumbing systems, but not limited to.
- Respond to customer generated work request; prioritize, schedule, and assign work to staff; complete work order data in School Dude program.
- Ensure all tasks are completed adhering to the Texas Plumbing Code, Texas Administrative Code, IBC, and EPA guidelines as well as other applicable code and standards.
- Identify the need for develop preventive maintenance programs for Plumbing systems and equipment.
- Conform to industry and shop standards of safety. Maintain a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade.
- Reads and interprets blueprints, specifications, shop drawings, schematic manufacturer's specs, and other reference materials to determine appropriate job requirements and procedures.



- Discuss repairs, remodeling, and other aspects of projects with related shops, contractors and others involved with each project to the extent applicable
- Inspect the work site to determine methods of repair: supplies, tools, and the level of staffing needed to complete the work.
- Assign shop personnel to specific tasks and supervise these activities, assisting in layout, fabrication, and assembly problems.
- Provide hands-on supervision of maintenance and repairs.
- Assist with maintaining files.
- Generate daily, weekly and or monthly reports as needed.
- Verify employee timesheets for accuracy: approve and submit.
- Assist with the development and oversight of the Plumbing maintenance budget.
- Prepares and submits paperwork for materials required to complete assigned tasks. Plans work to ensure cost effective use of labor and materials.
- Be in daily contact with members of the campus community while following routine work schedules.
- Prepare contractor/vendor bid documents.
- Reports observed facility discrepancies to Director/Coordinator
- Respond to emergencies in an appropriate and timely manner.

#### **PERFORMANCE RESPONSIBILITIES:**

- Check in weekly with the Director/Coordinator
- Conform to the District's and Facilities department policies.
- Conform to industry and shop standards of safety. Maintain a functional awareness of the typical hazards of the workplace as well as the special hazards that may be encountered by the trade. Responsible for adhering to policies, practices, and procedures on safety and operational instructions. Comply with rules and regulations applicable to building codes.
- Process completed paperwork, work orders, reports and purchase orders as needed.
- Order materials as needed to complete work assigned.
- Load and unload materials and equipment as necessary.
- Be familiar with technology and have basic computer skills, i.e., keyboard, Microsoft software programs, iPads, and e-mail.
- Keep all equipment and tools operating properly, safely and in concordance with applicable codes and related safety regulations and recommendations.
- Be available for emergency response and support, i.e., duties may require overtime, weekends, late night work and holiday work to perform the tasks required by AISD.
- Coordinate scheduling of work on campus with principals. Check in prior to commencing work and brief principal prior to leaving.
- Open Communication with staff and other supervisors of progress, status, start up, down equipment and completion of task.
- Assist other trades and shops in a spirit of teamwork and cooperation.
- Keep all work areas clean. Thorough clean up should be done at the end of all completed work.
- Improve and expand knowledge in the field.
- Serve as coordinator and work supervisor of multi-craft projects when directed.
- Maintain confidentiality.
- Perform other duties as assigned.



**WORKING CONDITIONS:**

- Work with frequent interruptions.
- Frequent standing, walking, and sitting for prolonged periods of time.
- Ability to work in awkward positions, tight spaces, and crawl spaces and even in confine spaces when needed.
- Ability to work at various heights, ladders, scaffolding, man lifts, and on roof tops.
- Assembling and moving ladders, scaffolding, trailers, compressors, etc.
- Lifting and carrying up to 50 pounds
- May be required to wear a respirator and pass appropriate pulmonary physical.
- Exposure to noise and communicable diseases
- Exposure to legal limits of pesticides and herbicides
- Exposure to odors and gases
- Tolerate exposure to grasses and other outside environments.
- Ability to work in various weather conditions such as extreme Heat/Cold and Wet weather conditions.

**Wage/Hour Status:** Non-Exempt

**Pay Grade:** Auxiliary - 8

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the \_\_\_\_\_ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_