

APPRENTICE PLUMBER

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Lead Plumber</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Maintenance Personnel, Range 1</i>
Terms of Employment:	<i>8 Hours / 12 Months</i>
Job Goal:	<i>To assist in identifying, installing, repairing, and replacing plumbing on systems and appliances.</i>

Minimum Qualifications

- 1. High school diploma or equivalent*
- 2. Must secure New Mexico Journeyman Plumbing license after 2 years of experience*
- 3. Ability to pass test on plumbing materials and tools, if required*
- 4. Verifiable work and character references*
- 5. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage*

Job Duties

- 1. Assist a licensed plumber or gas fitter to install, repair, or replace plumbing on systems and appliances.*
- 2. Identify parts, supplies, and tools needed to complete assigned task.*
- 3. Demonstrate safety precautions in job execution with crew assigned in order to minimize on-the-job accidents and follow proper safety procedures.*
- 4. Maintain assigned vehicle, tools, and shop area in safe and operable status.*
- 5. Account for inventoried items and controls other items to minimize loss by theft or waste.*
- 6. Report any unusual occurrences to plumber or maintenance supervisor.*
- 7. May be required to be called out on an emergency basis after hours.*
- 8. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
- 9. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*

10. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
11. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
12. *Evenings and weekend work may be required.*
13. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____