



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLUMBER III	33	G	9.463
PLUMBER II	32	G	9.462
PLUMBER I	31	G	9.432

SERIES CONCEPT

Plumbers perform skilled plumbing work to maintain and repair plumbing systems, fixtures and equipment.

Respond to repair orders; establish priority of repairs; diagnose problems utilizing appropriate tools and test equipment; estimate cost of jobs; acquire materials to complete a job by contacting vendors and/or completing a purchase requisition; make necessary repairs; document time and material costs for billing purposes.

Implement a preventive maintenance schedule and perform preventive maintenance such as conducting routine inspections, cleaning and servicing, and making adjustments and minor repairs to prevent malfunction and prolong the life of equipment, systems, and structures.

Install water supply, waste, steam and gas lines and related fixtures and fittings in accordance with the plumbing code; review blueprints; design and lay out plumbing systems; cut and thread, weld or solder pipes; assemble and install valves, pipe fittings and pipes; inspect for leakage; install sinks, toilets, bathtubs, water heaters, backflow devices and other fixtures.

Troubleshoot, maintain and repair plumbing systems; open clogged drains; replace broken lines; maintain and repair heating and associated lines; repair or replace pumps, valves, low pressure systems, fixtures and components to ensure system and fixtures are in proper working order.

Serve as leadworker by providing training, work direction and work review to other maintenance staff such as Maintenance Repair Workers, students and others.

Assist contractors by providing information regarding the existing structure, equipment, systems and required modification; review bids and work completed by contractors for quality and conformance with specifications and codes as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

Plumber III: Under general supervision, direct and supervise a crew of Plumbers and other maintenance staff and perform complex plumbing work.

Schedule and oversee repair and maintenance work; review work requests and/or structures, equipment and systems; determine the complexity of work and establish job priority; write work order; coordinate job activities with other trade workers; assign work to agency personnel or make arrangements for an outside vendor to complete; lay out major projects; inspect work to ensure timely completion and compliance with specifications and code requirements.

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CLASS CONCEPTS (cont'd)

Plumber III (cont'd)

Hire, train and provide technical assistance to staff; assign and review work; initiate disciplinary action; evaluate performance and ensure personnel comply with federal and State laws and regulations and agency policies and procedures.

Plumber II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, at the advanced journey level, either:

- 1) function as a leadworker for lower level Plumbers on a regular basis by providing training and technical assistance, assigning and reviewing work, and providing input to performance evaluations; or
- 2) in a correctional environment, function as a leadworker for an inmate crew on a regular basis and document inmate performance through completion of periodic performance reports. Incumbents are also responsible for implementing security procedures which include securing the work area from unauthorized inmates and accountability for assigned inmates, staff, tools, and equipment.

Plumber I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

PLUMBER III

EDUCATION AND EXPERIENCE: Completion of a recognized plumbing apprenticeship program followed by two years of journey level plumbing experience; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic principles and practices of training and providing work direction. **Ability to:** set priorities based on agency needs and capacity of the shop; examine structures, systems, equipment and fixtures and determine modifications or repairs needed; determine cost, feasibility, and design of projects; schedule projects by coordinating with other trade workers, agency staff, and outside vendors; estimate material, supply and equipment requirements for shop operations and major projects; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency policies and procedures pertaining to purchasing, personnel, and work unit operations; State and local building codes, Uniform Plumbing Code, National Fuel Gas Code, and O.S.H.A. requirements. **Ability to:** explain and interpret policies and procedures; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance.

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MINIMUM QUALIFICATIONS (cont'd)

PLUMBER II

EDUCATION AND EXPERIENCE: Completion of a recognized plumbing apprenticeship program followed by one year of journey level plumbing experience; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: set priorities of job assignments; organize and coordinate work activities; work cooperatively with other trades workers. **Skill in:** troubleshooting and identifying faulty plumbing parts and fixtures; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency policies and procedures pertaining to work unit operations, personnel, and purchasing; State and local building codes, Uniform Plumbing Code, National Fuel Gas Code, and O.S.H.A. requirements. **Ability to:** train, assign and review work, and evaluate performance; establish and maintain records and files and prepare reports pertaining to operations, materials, and supplies.

PLUMBER I

EDUCATION AND EXPERIENCE: Completion of a recognized plumbing apprenticeship program; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: plumbing systems, pipes, fittings, valves, and components; standard practices, methods, materials, tools, and equipment used in plumbing; safety hazards and safe working procedures. **Ability to:** prepare written work orders, requisition supplies, and prepare specifications; read and interpret installation manuals, plumbing codes, blueprints and construction drawings in order to determine the type, location and configuration of plumbing systems; plan and sketch plumbing installations; annotate blueprints with updated plumbing configurations; estimate materials and time required to complete projects; apply knowledge of mathematics sufficient to size water supply systems and lay out projects; safely lift construction materials and equipment; work on ladders and scaffolding and in confined building access areas. **Skill in:** safely operating and maintaining tools and equipment used in plumbing; basic arc and gas welding and soldering sufficient to join piping; performing a variety of skilled plumbing processes including the installation, repair and maintenance of cold and hot water supply and distribution systems, sanitary drainage systems, steam heating systems, sewage disposal systems, air compressors, pumps, and plumbing fixtures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: State and local building codes, Uniform Plumbing Code, and O.S.H.A. requirements; agency policies and procedures pertaining to work unit operations; the National Fuel Gas Code and Uniform Plumbing Code; backflow devices. **Ability to:** installing and maintaining gas piping and equipment.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	7/1/91P 11/29/90PC	7/1/91P 11/29/90PC	1/1/61
REVISED:			7/1/91P 11/29/90PC
REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
REVISED:	2/10/06PC	2/10/06PC	2/10/06PC