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| **CWU Position Description** |

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| **Employee Name:** | **Employee ID:** | |
| **Position Title:** Plumber/Pipefitter/Steamfitter | **Position Classification** (if different): | |
| **Position #:** 00400277/00400524 | **Department:** 504210 - Building Repair & Maintenance | |
| **Job Code:** 621F00 | **Employee Type:** Civil Service  Exempt | |
| **Appointment**: Ongoing  Project  Interim  Acting  Temporary | **Hours per Week:** 40 | |
| **Cycle of Appointment:** 12-month | **Labor Code:** BU1 - WFSE | **FLSA:**  Non-Exempt (overtime eligible) |
| **Work Schedule:** M-F, 8am-5pm (1-hour lunch) May vary depending on needs of the department. | **Supervisor's Title:** Maintenance Specialist 4 | |

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| **Telework: Eligible position?**   Yes  No  Permanent with agreement  Occasional | | |
| **Job Summary**  *Summarize the main reason(s) this position exists. The statement should include the position's general function and overall level of responsibility. Please try to limit the summary to three or four sentences.* | | |
| The Plumber/Pipefitter/Steamfitter works in the fields of plumbing, steam fitting, pipefitting, and the mechanical trades. This position is involved with the installation, repair and maintenance of all plumbing, piping and mechanical equipment on the campus and is responsible for preventive maintenance on heating, ventilating and mechanical equipment. This position will maintain and repair underground utilities including steam, chilled water, domestic water, sewer, and storm drain systems. Work is performed professionally and efficiently, incorporating both personal integrity and mutual respect. All employees are expected to support CWU’s commitment to diversity and to bring and support inclusion into the university environment. | | |
| **Work Assignment**  *How is work assigned? Describe the degree to which job related tasks are regulated or controlled by the supervisor and the frequency and extent of supervisory review of the results.* | | |
| Working under general direction, the incumbent will independently plan and organize work assignments. Projects and specific tasks may be assigned by the supervisor either verbally or in writing. Work is reviewed periodically to ensure department goals are being met. | | |
| **Working Guidelines**  *Indicate any specific policies, procedures, guidelines or regulations/standards under which work is performed.* | | |
| This position works in accordance with State and Federal Regulations, University policies and procedures, and applicable collective bargaining agreements. | | |
| **Credit Card Information** | | |
| Will this position store, process, transmit or have access to multiple credit card information at one time? If yes, it is covered by the provisions of the "Visa and MasterCard Payment Card Industry Security Standards."  Yes  No | | |
| **Required Qualifications** | | |
| * Extensive experience in one or more of the following: plumber, pipefitter, steamfitter, or specialty (residential) plumber. * Valid Washington State driver’s license. * Must be able to communicate in a professional and courteous manner with supervisors, co-workers, and clients. * Must be able to acquire a Washington State Backflow Assembly Tester License within 12 months of employment and maintain throughout employment. * Must be able to communicate utilizing two-way radio system. * Experience using Word, Excel, e-mail, and/or similar software applications to produce written correspondence, documentation, create simple reports, receive, and respond to e-mail inquiries, report time, etc. * Demonstrated willingness and/or experience working with students and/or co-workers from a wide range of abilities, backgrounds and experiences.   OR applicable combination of education and/or experience which demonstrates the ability to perform the essential functions of the position. | | |
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| **Preferred Qualifications** | | |
| * State of Washington journey level or specialty (residential) plumbers license * Working experience in heating, ventilating systems * Two or more years’ experience with water based Wet & Dry fire system testing and maintenance. * Washington State Backflow Assembly Tester License * Mechanical equipment maintenance experience (millwright) * Ability to incorporate multicultural perspectives and issues into everyday conversations. * Life experiences that demonstrate an ability to contribute to CWU‘s commitment to inclusion and diversity. | | |
| **Competencies** | | |
| **Perform our Best**: Interact daily with faculty, students, staff, and others in the campus community in a professional manner. Treat others and be treated with respect; perform with integrity, honesty and professionalism; participate constructively in open communication; help to resolve issues and difficult situations in ways that reduce conflict and maintain good working relationships; improve work performance and take an active part in generating a mutually supportive environment. Recognize that diversity is an asset and value cultural, physical, and professional differences.  **Accountability/Dependability**: Accepts responsibility for quality of own work; acknowledges and corrects mistakes. Shows up on time, meets standards, deadlines, and work schedules.  **Judgement**: Makes timely, informed decisions. Analyzes options and determines appropriate course of action.  **Teamwork:** Promotes cooperation and mutual support to achieve goals. Encourages participation and mutual support.  **Adaptability/Flexibility:** Responds positively to changing business needs and responsibilities. Adapts approach and methods to achieve results; recovers quickly from setbacks and finds alternatives.  **Commitment to Diversity:** Recognizes the value of diversity and helps create environment that supports and embraces diversity. | | |
| **Working Conditions**  *Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.* | | |
| This position may work indoors and outdoors, at times in hot/cold/noisy/dirty/wet/confined areas such as mechanical rooms, manholes and excavations, and may need to physically access work areas with the equipment and tools necessary for completion of the job. This position may require working near or around extremely hot pipes and equipment. This position will require the frequent use of personal protection equipment such as ear plugs, safety glasses, and filtration masks. This often requires standing/crawling/bending/walking/climbing while carrying/pulling/pushing/lifting associated with equipment or tools. Occasional overtime is required, and shift work may be required. May need to drive a service vehicle in congested areas. Scheduled hours and days off may vary depending on the needs of the department. May be required to work weekends, evenings, and holidays. This position is subject to unplanned overtime including emergency call back situations. Occasional travel may be required. The incumbent will work outdoors, including working in inclement weather during daylight and dark hours. In addition, this position will work with and be exposed to machinery, tools, electrical equipment. Will work around all utilities during excavations, maintenance and installations and be exposed to insects that may be in the environment. Must maintain awareness of immediate vicinity in order to recognize, respond to and/or avoid potentially hazardous conditions/surroundings. Must possess dexterity of hands and fingers to operate tools, materials, and equipment necessary to perform functions of the job. This position is considered an essential position and availability will be required to respond to University emergencies. | | |
| **Essential**  **Functions** | **Job Duties** | **%** |
| Yes | **Perform general maintenance plumbing, pipefitting, steamfitting. Work may include but not limited to:**   * Involved with the installation, repair and maintenance of all plumbing, piping, and mechanical equipment on campus * Responsible for preventive maintenance on heating, ventilating and mechanical equipment * Perform preventative maintenance along with operational trouble shooting and repair of steam and hot water boilers. Install and repair heating boilers in buildings, re-pipe complex systems: i.e., boiler chemical feed lines, steam and condensate lines, domestic and heating water lines. Install backflow prevention assemblies and systems, heat exchangers, air compressors, steam, hydraulic or air pressure regulators, steam valves, steam traps, large coils in air ducts. Install or repair rotating equipment: i.e., fans, pumps and gear or belt driven assemblies. * Install remodel and repair sinks, disposals, showers, toilets, urinals, tubs, including waste and vent drainage systems, supply systems including lay-out, measuring, cutting, and installing plumbing. Drain cleaning with water jetters and sewer snakes. * Maintain and repair underground utilities including steam, chilled water, and domestic water distribution systems and sewer and storm drain systems. Maintain condensate pumping systems including steam traps, valves, and expansion joints. * Perform and document regularly scheduled preventative maintenance tasks on mechanical systems and heating and ventilation equipment as assigned. Regularly inspect, test, repair and maintain backflow prevention devices. * Maintain necessary backflow certification to perform necessary testing to maintain required standards. | 70% |
| Yes | * Adjust, maintain, repair, and install heating and air conditioning systems in large public buildings. * Maintain, test and/or inspect fire systems. * Clean and paint mechanical equipment and mechanical spaces. * Attend departmental meetings, safety meetings and actively participate in training sessions. | 25% |
| No | * Perform other duties as assigned. | 5% |
| **Signatures** | | |
| **The job duties are an accurate reflection of the work performed by this position.**            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Supervisor Signature                                                                Date | | |
| **As the incumbent in this position, I have received a copy of this position description.**             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Employee Signature                                                              Date | | |