Oregon TECH

Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 4211 - Plumber	**b. Competency Level:**
c. Effective Date 7/1/2014	**d. Position No:** H99812
e. Working Title: Plumber	**f. Work Unit:** Facilities Services
g. Agency No.: 58018	**h. Agency Name:** Oregon Institute of Technology
i. Employee:	**Supervisor:** James Lake
j. Work Location: Klamath Falls Oregon Klamath	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	**Eligible for Overtime:** Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

Facilities Services is responsible for the operation, maintenance, repair, and constuction of the OIT Campus. The department supports the education of appoximately 3,000 students and the activites of 800 faculty and staff. The Facilities Services department employs 36 full time workers and student laborers. Facilities Services is the organization responsible for planning, construction, renovating, and maintaining college buildings and grounds. It operates the mechanical and electrical systems in such a manner as to support the university's teaching and community service goals while minimizing consumption of natural resources; and providing other services to the college which ensure a clean, safe, and healthy environment with effective use of economic, natural, and human resources.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

The purpose of this position is to perform supportive and technical service work to include preventative maintenance, service, repair and installation work as required on campus plumbing, heating systems and related equipment. Position will act as the back up campus Small Water System Operator.

SECTION 3. DUTIES

a. Major Duties

50%

Maintain, repair and install campus domestic potable water systems, waste systems, geothermal systems, storm water systems, chilled water systems and arsenic filtration systems.

20% Maintain, repair and install plumbing related equipment such as circulation pumps, heat exchangers, boilers, cafeteria equipment, valves, faucets, sinks, urinals, toilets and hydrants.

20% - Assists Co Generation Engineer in the inspection,operation, maintenace and repair of campus geothermal and domestic water wells, and campus power plants.

5% - Monitors building heating & cooling systems, water tank levels, and well data using JCI Metysis DDC System

b. Marginal Duties

3% - Clears clogged drain lines

2% - Keep shop clean and orderly, attend safety meetings.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

Subject to outdoor work in rain, snow, and sub-freezing temperatures. Subject to emergency call back on off hours. Occasionally required to travel away from normal work location. Subject to working in confined spaces where protective equipment is required.

Must be able to lift 75lb and subject to daily bending, twisting, stooping, working on knees and laying on back and stomach. Position will daily work in environments with noise levels exceeding 80db and be required to wear appropriate hearing protection.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Uniform Plumbing Code, the Oregon Plumbing Specialty Code Oregon Occupational Safety and Health Code. Oregon Administrative Rules governing boilers and pressure vessels and public water systems. Hazardous materials and hazard communication, and asbestos awareness.

b. How are these guidelines used to perform the job?

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often
Pressure Vessel Inspector	Phone / E Mail	Permitting changes, concerns and schedules	As needed
Klamath Falls Water Dept	Phone / E Mail	Consult and inform on domestic water system issues.	As Needed
Klamath Falls Waste Water Division	Phone / E Mail	Information sharing, explaining policies, operations and solving problems.	As Needed
Contractors / Vendors	Phone / E Mail	Securing price quotes, discussing contract work	Phone / E Mail
Students - Staff - Faculty	E mail,phone,text message, in-person	Addressing work related concerns, gathering information, fielding complaints, explaining codes, solving issues.	Daily

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Methods of repair, proper tools and materials used to perform job duties.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Work is reviewed daily by Maintenance Supervisor

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position:

Postion requires valid Oregon Plumbers License. Incumbent will be required to obtain an Oregon Small Water System Operator Certification will be required within first six months of hire.