

## Job Description

**Job Title:** Plumber Supervisor  
**Position Code:** 1N32, AN32  
**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Plant Services  
**Pay Grade:** 35  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for supervising the installation and maintenance of domestic water and wastewater plumbing and gas services lines in school buildings and related site utilities including storm water systems.

### Essential Duties

1. Responsible for supervising and inspecting skilled plumbing and welding work.
2. Plans and assigns workmen and oversees the installation and repair of hot and cold water, oil, steam or gas pipes and necessary connections.
3. Prepares time and cost estimates for plumbing jobs.
4. Negotiates with private plumbing contractors for work which cannot be done by NNPS staff.
5. Writes specifications, secures quotations, prepares requisitions and inspects work performed.
6. Assists plumbers in difficult or complex plumbing work.
7. Supervises plumbing shop and assists skilled workmen of related trades intermittently in general plumbing maintenance work.
8. Maintains plumbing tools and equipment.
9. Reconciles P-Card transactions.
10. Utilizes computers to document materials and labor cost.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Maintenance Supervisor or other appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or GED. Extensive experience as a journeyman plumber and completion of a recognized apprenticeship in this work. Comprehensive knowledge of the terminology, tools, materials, and practices of the plumbing trade; skill in the performance of plumbing tasks; ability to read and work from blueprints; mechanical aptitude; ability to plan and supervise the work of others; ability to climb ladders and work in confined spaces above and below the ground; Must possess a valid Virginia Driver's License, a Master Plumber's license and a Master Gas Fitter's License, and Backflow Prevention Device License.

### Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand

and follow oral and written instructions; physical agility to lift at least 75 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Supervisor of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Plumber Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Plant Services or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 09/2021 CR

Updated 03/2026 LS