

Job Description

Job Title: Plumber Crew Leader
Position Code:
Job Classification: Non-Exempt

Supervisor: Plumber Supervisor
Pay Grade: 32
Contract Length: 245 Days

Job Summary

This position will aid in the management and operation of the Plumbing shop. Position is responsible for overseeing repairs and performing a variety of plumbing tasks related to maintenance, repair, and installation of plumbing equipment and related systems.

Essential Duties

1. Responsible for supervising staff, making assignments and evaluating work.
2. Must possess the ability to interpret shop drawings, as-builts, etc.
3. Provides oversight to contractors as directed by Plumbing Supervisor.
4. Repairs pipes, valves, fixtures related to plumbing and HVAC systems.
5. Cuts, bends, and threads pipes; installs new plumbing where required.
6. Installs and repairs gas lines to include testing.
7. Plans, inspects and takes the lead in the work of one or more plumbers.
8. Maintains plumbing tools and equipment.
9. Responds to service calls and troubleshoot problems.
10. Uses computer to input, monitor, and update School Dude data.
11. Acts as Plumbing Supervisor in absence of the Plumbing Supervisor.
12. 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 Plumber Supervisor or 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)

High school diploma. Trade school coursework and considerable journeyman plumbing experience to include experience in the installation, maintenance and repair of plumbing systems, fixtures, and components. Must possess a Master Plumber certificate; and /or a certificate as a backflow prevention device worker from the Department of Professional and Occupational Regulations. Must possess skills in the operation of equipment and tools used in the plumbing trade. Must be able to operate a motor vehicle, possess a valid Virginia Driver's 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 at heights up to 60 feet. (Height reached by bucket truck, single man lifts or other rental lifts as needed). Must be able to work in confined spaces above and below ground as needed. 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 50 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 of a workshop/building environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Exercises supervision of subordinates in the plumbing shop.

Supervision Received: Plumber Supervisor

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

Approvals:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

Revised 9/2021 CR
Updated 03/2026 LS