

## POSITION DESCRIPTION

Title: Skilled Trades Technician – Plumbing ~~Plumbing Technician~~  
Department: Facilities Management  
Job Analysis: October 2019, September 2025, June 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included

### Relationships

Reports To: Building Maintenance Supervisor (~~or Facilities Maintenance Coordinator~~)  
Subordinate Staff: None  
Internal Contacts: All County Departments  
External Contacts: Contractors, Building Material Suppliers, General Public  
Status: Classified/Non-Exempt (313)

### Job Summary

Under the direction of the Building Maintenance Supervisor, maintain, repair and/or replace damaged dish washer, broken pipes, clogged drains, sinks, toilets, tubs, and any pipe work as needed. Inspects work done by subcontractors. Performs emergency plumbing repairs, as needed. Orders supplies required for building maintenance. Schedules repairs to be done within budget constraints. Inspects environmental systems. Supervises, directs and inspects all repairs and installations as directed.

### Job Domains

#### A. Plumbing and Equipment Maintenance

1. Perform repairs, maintenance, and installation on plumbing systems including sinks, toilets, tubs, drains, dishwashers, valves, fixtures, and associated piping in County buildings.
2. Install supports and hangers for plumbing fixtures and piping systems.
3. Maintain and inspect plumbing systems to ensure safe and efficient operation.
4. Diagnose plumbing issues and perform emergency plumbing repairs as necessary.
5. Perform preventive maintenance on plumbing equipment and systems.
6. Respond to service calls and maintenance requests in a timely manner.

## Equipment Maintenance

- ~~1. Responsible for repairs and installation on the plumbing systems such as sinks, toilets, tubs, and also install supports and hangers for plumbing fixtures and pipes in all county buildings.~~
- ~~2. Maintain plumbing systems in all county buildings.~~
- ~~3. Perform emergency repairs to plumbing systems, as necessary.~~
- ~~4. Inspect plumbing systems.~~
- ~~5. Perform other building maintenance as required.~~

## B. Building Maintenance and Operations Management

1. Perform routine building maintenance and minor repair work, including basic carpentry, doors, walls, ceilings, flooring, fixtures, and hardware.
2. Assist with preventive maintenance activities for County facilities, equipment, and building systems.
3. Support facility operations and assist other maintenance trades as directed.
4. Inspect and coordinate work performed by subcontractors and maintenance staff.
5. Order supplies and materials and schedule maintenance and repair work within budget constraints.
6. Maintain safe and orderly work areas, tools, and equipment, and report repair progress to supervisor.

## Operations Management

- ~~1. Inspect work done by subcontractors as necessary.~~
- ~~2. Coordinate the work done by subcontractors and staff.~~
- ~~3. Order supplies required for building maintenance.~~
- ~~4. Schedule repairs to be completed on a daily basis within budget constraints.~~
- ~~5. Report to supervisor on progress of repair tasks.~~

### **Knowledge, Skills, and Abilities**

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of all plumbing and piping systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.\*
7. Knowledge of maintenance materials.
8. Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner.
9. Knowledge of basic carpentry.

### **Other Characteristics**

- ~~1. Willingness to provide own hand tools.~~
- ~~2.1.~~ Willingness to work non-standard hours.

### **Minimum Requirements**

- ~~1.~~ Possess a valid driver's license and be insurable by the County's insurance standards.
- ~~1.2.~~ High School Diploma or equivalent.
- ~~2.3.~~ Minimum of six (6) years experience in building maintenance field.
- ~~3.4.~~ Be a current licensed plumber or equivalent experience. ~~that equates.~~