Amherst College
Office of Human Resources

JOB DESCRIPTION

Title:  Plumber

Department:  Mechanical Shop  Reports to title:  Mechanical Shop Supervisor

Full Time:  X  Part Time:  ___  Date Prepared:  11/15/2019

Job Group & Level  PT-2  Regular Daily Work Schedule:  7:00am  to  3:30pm
1. **Summary of Position:**

The position is responsible for the repair, maintenance, operation, planning, scheduling and installation of all plumbing, hydronic and steam heating, gas, air and other related piping systems throughout campus. Responsible for obtaining plumbing permits as required, testing and repairing backflow preventers, maintaining inventory and scheduling inspections.

The position is considered an essential position, meaning the employee is expected to report to work even if the College is closed for weather related or other reasons. Due to the nature of the position, some work outside normal operation hours (evenings, weekends and holidays) is required and must respond to emergencies as needed.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

- Provide the maintenance and repair of assigned systems and their components.
- Maintain, update and perform tasks supporting a preventative maintenance program.
- New installation and alterations of assigned systems and their components.
- Support, monitoring, scheduling and inspection of contractor services.
- Maintain parts inventory, material control and management.
- Assist, support and oversee the work of other Plumbers.
- Test and repair backflow preventers, obtain plumbing permits as required.
- Schedule inspections, review drawings, submittals and assist Design and Construction on new projects.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

Internal communication required with other members of the Mechanical Shop, other trades within Facilities, faculty, staff and students. External communication required with contractors, vendors, Engineers, designers and plumbing inspector.

4. **Education:** (include certifications and licenses)
Required:

- High School Diploma
- MA Journeyman Plumbing License
- Backflow Preventer Test License

Preferred:

- Associates Degree
- MA Master Plumbing License

5. **Experience:**

Required: 5 to 10 years

- Commitment to working with a diverse and inclusive community
- Successful completion of a pre employment physical and lift test

Preferred: More than 10 years

6. **Environmental and Physical Demands:**

Includes frequent exposure to hazards such as raw sewage, chemicals, natural gas and propane. Occasional heavy lifting required. Often working in extreme temperatures in mechanical rooms, boiler rooms, outside, etc.

7. **Decision Making:**

 Mostly works independently, often having to make decisions on repair vs. replace, or how to keep systems on-line, avoid downtime and get repairs done safely and quickly.

8. **Supervision Exercised/Received:**

Supervisory Responsibility:  Yes ________   No   X ________

Number of Employees Supervised: ___