**Class Summary**

The responsibilities of this classification include performing the full scope of journey level plumbing and mechanical work and acting as lead over other crew members.

**Distinguishing Characteristics**

This is the second level in a three-level Plumbing and Mechanical series. Incumbents perform journey-level plumbing and mechanical activities including preventive maintenance, repair and replacement, and equipment installation and removal. Incumbents also perform lead duties which includes identifying, scheduling, coordinating, planning, assigning, and overseeing the work of other crew members. This classification may also assign overtime, approve leaves, train personnel and perform administrative duties.

This classification is distinguished from the Plumbing and Mechanical I classification in that incumbents act as a lead over other crew members. It is also distinguished from the Plumbing and Mechanical II classification in that incumbents do not have full supervisory responsibility over other workers.

**Examples of Duties**

*In addition to the Plumbing and Mechanical I responsibilities, a Plumbing and Mechanical I – Lead performs the following:*

1. Identify scope of work, prioritize daily work assignments and assign work to individuals.
2. Direct, coordinate and assist individuals in their regular duties.
3. Coordinate the unit’s work with other crafts.
4. Establish and maintain repair and maintenance records.
5. Establish procedures and implement training programs.
6. Calculate labor, material and equipment charges, permit fees and subcontractor costs for various projects; write purchase orders; and track materials for delivery.
7. Oversee the work of other crew members for specific projects.
8. Assist the foreman in planning and implementing of special projects associated with maintenance, preventative maintenance, and construction projects.
9. Respond to trouble calls, customer complaints, equipment failures and work requests.
10. Plan, design, construct, and coordinate assigned construction projects.
11. Ensure all required documents such as staff payroll records and work orders are properly filled out and turned in.
12. Perform other duties as assigned.

**Knowledge/Skills**

*In addition to the Knowledge/Skills listed in the Plumbing and Mechanical I classification, the Plumbing and Mechanical I-Lead must have the following:*

Knowledge of installation and maintenance of domestic water, wastewater and vent systems

Knowledge of uniform plumbing codes

Knowledge of Americans with Disabilities Act (ADA) requirements

Knowledge of installation and maintenance of irrigation and fire sprinkler systems, pumping systems and HVAC closed loop systems

Knowledge of brazing/soldering techniques

Skill in written and oral communication

Skill in reading and interpreting blueprints

Skill in using tools typical of the plumbing trade

Skill in providing leadership and direction to others

Skill in planning, coordinating and evaluating the work of others

Skill in establishing and maintaining effective working relationships

Skill in providing training to others

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Plumbing experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State Driver’s License

Valid CFC Certification Federal Class 1 and 2 (some positions)

Valid Certified welder card (some positions)

Valid BTJ steamfitter card (some positions)

Valid Backflow testing license (some positions)

Valid Journey-level pipefitter card (some positions)

Valid City of Seattle Fire Director’s certificate (some positions)

Valid Washington State plumber’s license (some positions)

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| --- | --- |
| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 7 |
| **Levels within same series** | Plumbing and Mechanical IPlumbing and Mechanical I - LeadPlumbing and Mechanical II |
| **Class History** | 01/2016 Created  |