**Class Summary**

The responsibilities of this classification include planning and supervising the work of journey-level plumbing and mechanical workers in maintaining and operating heating, ventilating, air conditioning (HVAC) and refrigerating systems.

**Distinguishing Characteristics**

This is the third level in a three-level Plumbing and Mechanical classification series. Incumbents in this classification perform supervisory responsibilities such as coordinating, planning and scheduling operation and maintenance of systems; assigning, monitoring and evaluating the work of journey level workers and performing the more complex duties such as developing strategies and solutions and calculating cost of labor and materials, equipment, permit fees and subcontractor costs for various projects. This classification is distinguished from the Plumbing and Mechanical I - Lead in that the incumbents in the Plumbing and Mechanical II classification supervise assigned staff.

**Examples of Duties**

1. Supervise journey-level plumbing and mechanical workers on a variety of multiple discipline projects. Determine work assignments, monitor daily work and ensure compliance with local codes. Provide training and evaluate performance.
2. Develop strategies and/or mechanical solutions for projects and existing systems. Perform systems analysis; troubleshoot.
3. Estimate material and labor, equipment rental charges, permit fees and subcontractor costs for various disciplines within pre-determined project scope.
4. Maintain accurate records on projects. Monitor and track material and labor expenditures. Maintain personnel, building and vendor files. Receive and respond to correspondence. Organize and assemble project owner equipment manuals.
5. Interpret existing conditions and drawings in relationship to client’s objectives and current codes. Translate concepts into visual systems and components using illustrations for estimating and construction.
6. Procure necessary tools, parts and materials for projects.
7. Review project specifications and drawings for material standards and constructability. Determine sequence of tasks; coordinate and schedule tasks with clients and other crafts and contractors.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of typical construction methods and procedures

Knowledge of pipefitting, plumbing, refrigeration, duct systems and design and welding theory principles

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

Knowledge of Uniform Plumbing Codes and other related 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

Knowledge of products, materials, equipment and tools related to the industry

Knowledge of labor and material costs for estimating purposes

Skill in oral and written communication

Skill in reading and interpreting blueprints and drawings and comprehending written specifications and/or scope of work

Skill in using tools typical of the plumbing trade

Skill in supervision

Skill in reading and interpreting manufacturer’s bulletins

Skill in interfacing with contractors and coordinating with other crafts

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 and leadership 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** | 11/1996 Created  |
|  | 12/2003 Updated |
|  | 08/2007 Changed font and format |
|  | 01/2016 Updated content and format |