



Job Title: **Plumber Apprentice**

Department: Maintenance

Reports To: Director and Maintenance Manager

Grade: MT-09

Number of Days: 12 Months

Security Access: None

Overtime Status: Non-Exempt

Last Revised Date: June 28, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: To maintain the highest quality plumbing service to the District. The Plumbing Apprentice is expected to provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain the district's plumbing equipment. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-to-day operations to shop foreperson and/or lead-person, report and track material costs and maintain daily time sheet.

This position will require physical labor to include, but not limited to, the installation, removal, and relocation of plumbing equipment. This job may include working with outside contractors and vendors for new installation and replacement of plumbing equipment. This will also include working with other Maintenance shops for specialized project work as it pertains to plumbing throughout the school district.

Minimum Qualifications:

- Must have high school diploma or GED equivalent required.
- Must be a self-starter, highly motivated, have a positive attitude and capable of relating to management, staff and other employees.
- Must be conscientious, exhibit good workmanship in all areas of trade.
- Must have the ability to obtain state Plumbing Apprentice license.
- Must maintain a current and valid Oklahoma Driver License.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist in new installation and/or repairs to existing plumbing fixtures, heating equipment, water and drainage systems, water heaters, etc.
- Employee must be able to perform preventative maintenance as scheduled.
- Coordinate with other shops as needed for installation and repairs for HVAC equipment, domestic water, and kitchen equipment.
- Keep records of time and material for all jobs.
- Various other tasks as assigned by the Foreperson and/or Lead as needed.
- Works effectively and cooperatively with others in a team environment
- Must be willing to work overtime without advance notice.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- A current and valid state Plumbing Apprentice license.
- Must have an ability to learn and understanding of city codes.
- Must be able to use Microsoft Office Suite.
- Ability to use CMMS software.
- Must enforce all SDS requirements and city/state building codes.
- Ability to read and understand blue prints.
- Must be able to work a flexible schedule including evenings and weekends.

Other Requirements: The Plumbing Apprentice is a position that is in part educational training to become a Plumbing Journeyman. Therefore, he or she is responsible for learning all procedural matters pertaining to the Plumbing codes, comply with local and federal regulations, troubleshooting, new installation, pipe layout, gas and water pipe sizing and distribution, and comply with safety requirements. The apprentice must show continued improvement in skill set and knowledge base in order to advance to a craftsperson position.

During each of the first three years of employment, the apprentice must pass both written and practical application examinations in order to have their contract renewed for the next school year. At the end of the three years, the apprentice must take the state's Plumbing Journeyman exam to become a state licensed plumbing journeyman. A failure to pass any of these exams will result in contract non-renewal.

Supervisory Responsibility:

- Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Working in confined spaces.
- Working outside in various weather conditions.
- Working on roofs.
- Working around asbestos.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.