



Gaston County Schools

Plumbing Foreman

Definition

This position supervises, organizes, and participates in a variety of specialized plumbing duties in the repair, maintenance and installation of water, waste disposal, and air and gas systems; within budget. Employee is responsible to post N.C. State Plumbing Contractor's license in the name of Gaston County Schools (GCS). The license must be surrendered to GCS, and cannot be used for personal gain. The employee will also be responsible for evaluation of existing systems and equipment and assist the supervisor in preventive maintenance planning and budgeting. Employee functions as lead worker for plumbers with limited to no supervision. Employee reports to Electrical, Electronics, and Plumbing Manager.

Duties and Responsibilities

- Supervises, directs, and inspects the work of plumbers in the installation and maintenance of water, waste, air and gas systems.
- Designs modifications and small installation projects, which includes equipment and pipe sizing, layout and associated work under supervision.
- Prioritize work both in daily routine and operational emergency situations.
- Responsible for soliciting bids and supervising work of sub-contractors in plumbing related projects.
- Performs skilled plumbing work associated with renovation and construction projects.
- Responsible for review, coordination, and implementation of yearly winterizing plan.
- Responsible for maintaining and monitoring trap and septic tank testing and backflow testing reports and services.
- Performs administrative duties associated with work orders and scheduling staff to ensure projects are completed on time and within budget.
- Responsible for participating in ongoing alterations to Architectural and Engineering Guidelines (A/E Guide).
- Review of new constructions blueprints and inspection of Bond generated projects to ensure adherence to codes and budget guidelines.
- Operates and performs routine maintenance and up-keep of equipment and tools.
- Ensure staff conducts periodic inventory of all tools and equipment assigned to personnel of the trade; maintain a computerized listing of such inventory and submits the required report to the director within two weeks of completing such inventory.
- Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures and other departmental procedures developed and implemented.
- Responsible for ensuring all trade personnel and new hires are trained in the proper use of all material handling and operating equipment.
- Responsible for ensuring all automotive equipment assigned is operated and maintained as outlined in applicable district's procedures.
- Reviews work upon completion for adherence to established trade practices and safety standards and is further evaluated on the basis of continued and efficient operations of repaired systems and installations.
- Performs other related work as required.

Knowledge, Skills and Abilities

- Through knowledge of the approved N.C. State plumbing code requirements, laws and regulations, practices, procedures and application.
- Considerable knowledge of the N.C. State fuel and state fire sprinkler codes.



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- Working knowledge of waste treatment procedures in sand filter, septic tank systems.
- Working knowledge of water supply systems and required treatment and testing, especially as it pertains to well water supply systems.
- Working knowledge of installation and maintenance of air and natural gas piping systems.
- Ability to design and install the installation of water, waste, and storm drainage systems.
- Working knowledge and operation of the tools and equipment used in skilled work or trade assigned.
- Knowledge of the occupational hazards and related safety precautions of the work and application of all personal protection equipment.
- Ability to understand and follow oral and written instructions, understand drawings and diagrams for assigned tasks.
- Ability to operate vehicles safely.
- Ability to maintain routine records.
- Ability to communicate effectively to establish and maintain positive working relationships with others.
- Ability to exercise the physical strength necessary to perform job tasks
- Ability to review plans and specifications for new construction.
- Considerable knowledge of the practices, materials, and equipment used in the repair, maintenance and installation of school plumbing systems, including water heaters, water storage tanks, wells, waste treatment systems, water coolers, etc.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects.
- Must possess the visual acuity to operate required equipment and motor vehicles, use measuring devices, and inspect work for accuracy, thoroughness, and adherent to work standards and instructions.
- Completes some work on site necessitating being physically able to work off ladders, lifts, work in crawl spaces, above ceilings and on roofs, etc. under prevailing environmental conditions.
- Work is subject to inside and outside environmental conditions, extreme temperatures, noise; hazards associated with maintenance and equipment operations.

Desirable Education and Experience

- High School Graduate or GED preferred.
- Five (5) to seven (7) years of experience in performing the full range of journeyman level tasks associated with the maintenance and repair of water, waste, and storm drainage systems.
- Minimum of four (4) years of experience in supervision of other skilled employees.
- NC Plumbing License. Foreman shall assign his/her license to Gaston County Schools qualifying the School System to draw plumbing permits. Foreman shall supervise said work in accordance with State requirements. The costs of maintaining said license and qualifier status will be borne by Gaston County Schools.



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Special Requirements

- This employee must hold plumbing license based on State requirements as directed by the North Carolina Board of Examiners of Plumbing, Heating and Fire Sprinkler. This license will “qualify” Gaston County Schools to draw local building permits. Personal use of this qualifying license is not permitted.
- Employee must possess or be able to obtain and maintain an appropriate driver’s license recognized by North Carolina for the weight and type of vehicles operated as required by the Department of Motor Vehicles. Employees are governed by Gaston County Schools Policy Code(s): 6335/7270/7260, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offenses.
- Some occasional over time and weekend work may be required, depending on workload or work requests.
- Employee shall take non-restricted call no more than once every eight weeks for one week.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.
- Some occasional emergency response work may be required.

Certification/Licensure Compensation – not to exceed twelve percent (12%)

This position maybe eligible for up to 12%:

Plumbing License (P-1) Master	12% increase
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This Position Reports Directly to: Director of Facilities

Classification: Non-exempt

Salary: Grade 64, Step 00 (Entry Level)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test. As a safety sensitive position, the employee will be subject to random drug testing.

HOW TO APPLY: Inside and Outside Applicants:

Visit Gaston County Schools’ website at www.gaston.k12.nc.us

- Select “Jobs”
- Select “Careers/Job Opportunities”
- Select “Start an application for employment”
 - Upload cover letter to application
 - Upload current résumé to application



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- Inside applicants may use Gaston County Schools' employees as references

The following documents must be uploaded to online application, if Outside Applicant:

- Copies of **official** college transcripts (degree-dated), if applicable
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of Certifications/Licenses, if applicable
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Harry Irby, Director of Facilities
Gaston County Schools
943 Osceola Street
Gastonia NC 28054
Email: hmirby@gaston.k12.nc.us