

PLUMBER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
3060	Plumber	14	023	6 mo.	09/01/16	Rev.
1930	Plumber Sub-Foreman	14	023	6 mo.	09/01/16	Rev.
1788	Plumber Foreman	14	023	6 mo.	09/01/16	Rev.

Promotional Line: 104

Series Narrative

Employees in this series perform and/or supervise skilled work in the trade of plumber.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Plumber **3060**

Employees at this level perform skilled work in the trade of plumber. They work under direct supervision from a designated supervisor.

A plumber typically:

1. performs duties normally required in the trade of plumber, following recognized procedures and techniques for such work
2. assigns and directs work of apprentices

Level II: Plumber Sub-Foreman **1930**

Employees at this level direct and/or lead and assign work to plumbers and other assigned personnel. They work under direct supervision from a designated supervisor.

A plumber sub-foreman typically:

1. performs duties normally required in the trade of plumber, following recognized procedures and techniques for such work;
2. assists in the direction and assignment of work;
3. assists in the development of estimates;
4. verifies and approves material requisitions of employees being supervised;
5. participates in the handling of personnel issues such as approving time sheets;
6. acts as proxy or substitute for the foreman during absences;
7. assists in and is responsible for the work of assigned plumbers;
8. performs other related duties as assigned.

Level III: Plumber Foreman**1788**

Employees at this level supervise the work of plumbers and other assigned personnel. They work under general supervision from a designated supervisor.

A plumber foreman typically:

1. performs duties peculiar to and normally required in the trade of plumber, following recognized procedures and techniques for such work;
2. plans, assigns, directs and supervises the work of plumbers and other assigned personnel;
3. acts as custodian of tools, equipment, and material used on the job;
4. verifies and approves material requisitioned by employees being supervised;
5. participates in the management of personnel matters/activities such as selection and termination of employees, planning and conducting training programs, evaluating work performance, and approving time and leave requests;
6. enforces safe working habits, including safe operation and handling of materials and equipment;
7. maintains records;
8. performs related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY**Level I: Plumber****3060**

CREDENTIALS TO BE VERIFIED:

1. high school graduation or equivalent;
2. successful completion of a recognized plumber apprenticeship program *or* five (5) years of full-time journey-level plumber experience;
3. possession of current State of Illinois Plumber's License;
4. as required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.ⁱⁱ

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.

3. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
7. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Skill in determining the kind of tools and equipment needed to do a job.
10. Ability to add, subtract, multiply, or divide quickly and correctly.
11. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.
12. Ability to communicate information and ideas verbally and in writing so others will understand.
13. Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.
14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.

Level II: Plumber Sub-Foreman**1930****CREDENTIALS TO BE VERIFIED:**

1. high school graduation or equivalent;
2. successful completion of a recognized plumber apprenticeship program or five (5) years of full-time journeyman-level plumber experience;
3. two (2) additional years of full-time journeyman-level plumber experience;
4. possession of current State of Illinois Plumber's License;

5. as required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.ⁱⁱ

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
3. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
7. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Skill in determining the kind of tools and equipment needed to do a job.
10. Ability to add, subtract, multiply, or divide quickly and correctly.
11. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.
12. Ability to communicate information and ideas verbally and in writing so others will understand.
13. Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.
14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.

Level III: Plumber Foreman**1788**

CREDENTIALS TO BE VERIFIED:

1. high school graduation or equivalent;
2. successful completion of a recognized plumber apprenticeship program or four (4) years of full-time journey-level plumber experience;
3. four (4) additional years of full-time journeyman-level plumber experience;
4. as required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.ⁱⁱ

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
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9. Skill in determining the kind of tools and equipment needed to do a job.
10. Ability to add, subtract, multiply, or divide quickly and correctly.
11. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.
12. Ability to communicate information and ideas verbally and in writing so others will understand.

13. Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.
14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.

ⁱ See the Promotional Line List for a complete listing of the classes in this/these promotional line(s).

ⁱⁱ Dependent upon institutional need, incumbents may be required to obtain job-related certification or license, such as a valid Illinois Department of Public Health Lead Abatement Worker License. Consistent with the Americans with Disabilities Act, accommodations may be afforded to applicants/employees.

DRAFT 8.1.15