

PERSONNEL COMMITTEE

11-0576R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF MASTER PLUMBER.

CITY PROPOSAL:

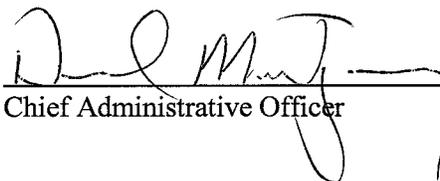
RESOLVED, that the proposed amendments to the specifications for the civil service classification of master plumber, which were approved by the civil service board on October 4, 2011, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 31.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR CT:jy 10/26/2011

STATEMENT OF PURPOSE: The driver's license requirement was revised to remove the requirement for a class B license as the job requires only a regular driver's license. Additional minor edits were made to more clearly reflect the job, including such changes as requiring skill in plumbing installation in addition to operation and maintenance when those functions are listed in the functional areas of the description. Also, as these individuals also work on the ventilation components associated with heating systems, that was included. We also added the ability to attend work on a regular basis, and in accordance with our current format we moved the physical requirements to a separate section. There is no change in the rate of pay, which is Range 31, \$3,875 to \$4,586 per month.

MASTER PLUMBER

PURPOSE: To properly plan, lay out, and supervise the installation and repair of apparatus and equipment for plumbing, heating, ventilation, and irrigation, and related systems.

FUNCTIONAL AREAS:

1. Perform skilled plumbing work in the installation, maintenance, and repair of plumbing, heating, ventilation, and irrigation, and related systems.
 - * A. Install, maintain, and make repairs to plumbing, heating, water, and sewer systems in City structures; and assume accountability for conformance with minimum code standards.
 - * B. Install, maintain, and make repairs to all plumbing and related appurtenances.
 - * C. Install wash basins, urinals, toilet bowls, and toilet tanks.
 - * D. Perform all types of piping joints and hanger ~~welding~~ installation.
 - * E. Install and make repairs to lawn sprinkler systems.
 - * F. Determine modifications required when obstructions are met while installing plumbing/heating/ventilation systems.
 - * G. Maintain and make repairs to ventilation systems.
 - * H. Ensure a safe work environment.
 - * I. Prepare seasonal plumbing systems by winterizing as required.
 - * J. Operate power and hand tools and motorized equipment.
 - * K. Attend related training sessions.
 - * L. Assist other tradespersons as necessary.
2. Organize and direct activities of assigned personnel.
 - * A. Review and interpret blueprints, develop materials lists, and determine costs.
 - * B. Estimate time and materials necessary to perform a job.
 - * C. Assist with inspections of new installations, repairs, and/or modifications performed by others.
 - * D. Obtain plumbing permits for the City of Duluth when required.
 - * E. Secure meter applications when required.
 - * F. Direct and check the work of journeypersons and helpers as assigned.

JOB REQUIREMENTS

1. LICENSE:

- ❖ A. Possession of a State of Minnesota Master Plumber license.
- ❖ B. Possession of a Minnesota 1st Class Engineer license.
- ❖ C. Possession of a valid Minnesota Class "B" driver's license or ~~privilege~~ equivalent.

2. EXPERIENCE:

- ❖ Two (2) years of verifiable full-time experience as a licensed Master Plumber or equivalent.

3. KNOWLEDGE:

- ❖ A. Extensive knowledge of Minnesota plumbing codes.
- B. Extensive knowledge of all other laws and rules regulating sanitary plumbing practices.
- ❖ C. Extensive knowledge of the techniques, tools, equipment, and materials used in the plumbing trade.
- D. Knowledge of hydraulics as related to flow rates, pipe sizes, and water pressure.
- ❖ E. Knowledge of wiring involved with heating, ventilation, and cooling controls.
- ❖ F. Knowledge of pneumatic controls.
- ❖ G. Knowledge of various types of pumps involved in plumbing, heating, ventilation, and cooling.
- ❖ H. Knowledge of the methods used in the installation, operation, and maintenance of irrigation systems.
- I. Knowledge of sheet metal and ducting.
- ❖ J. Knowledge of applicable safe work practices and procedures.

4. SKILLS:

- ❖ A. Skill in the installation, operation, and maintenance of plumbing systems and fixtures.
- ❖ B. Skill in the installation, operation, and maintenance of steam and hot water heating systems.
- ❖ C. Skill in the installation, operation, and repair of oil and gas warm air heating systems.
- ❖ D. Skill in the operation and maintenance of aquatic pools, including filtration systems, circulation pumps, injection pumps, and related equipment.
- ❖ E. Skill in the operation and maintenance of decorative fountains.
- ❖ F. Skill in the operation of large compressors (up to 1000 CFM), generators, and power threading equipment.

5. ABILITIES:

- ❖ A. Ability to read and interpret blueprints, diagrams, and manuals.
- ❖ B. Ability to calculate materials costs.
- ❖ C. Ability to estimate time and materials necessary to complete a job.
- ❖ D. Ability to weld/braze.
- ❖ E. Ability to perform mechanical work, especially that involved in plumbing.
- ❖ F. Ability to understand and follow oral and written instructions.
- ❖ G. Ability to direct helpers.
- ❖ H. Ability to erect ladders and scaffolding and operate scissors lifts, boom trucks, and related devices in a safe manner.
- ❖ I. Ability to use power hand tools.
- ❖ J. Ability to recognize safety hazards and to take appropriate precautions.
- ❖ K. Ability to establish and maintain effective working relationships with co-workers, subordinates, and the general public.
- ❖ L. Ability to attend work on a regular basis.

6. PHYSICAL ABILITIES:

- ❖ LA. Ability to stand, walk, kneel, crouch, stoop, and crawl as needed to perform plumbing activities.
- ❖ MB. Ability to lift and transport (usually by carrying) supplies, tools, and equipment such as a power threader weighing 90 pounds.

* Essential functions of the classification.

- ❖ Minimum requirements necessary on the first day of employment.

~~CSB 19931102~~
~~CC 19940110~~
~~94-0040R~~

Gnrst: CT	Class: 1820	Union: Basic	Pay: 31	CSB: 20111004
CC:	Res:	EEOC:	EEOF:	WC: