

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 005061
Grade: 24
FLSA: E**

PLUMBER SUPERVISOR

DEFINITION OF SERIES:

The Plumber series covers positions that are involved in the design, installation and repairing of water piping systems, waste disposal systems, and related appliances in County-owned facilities. Plumbers also install and repair piping systems that carry pressurized liquids or gases used for heating and cooling, and energy production.

DISTINGUISHING CHARACTERISTICS:

This is working supervisory work, overseeing plumbers and related support staff engaged in regulatory compliance on behalf of Montgomery County Government. Positions assigned to this class ensure that all plumbing work performed in the area of responsibility complies with all Federal, State, County, and Washington Suburban Sanitary Commission (WSSC) codes, ordinances, regulations and practices that govern the installation, maintenance, troubleshooting, repair, and operation of a diverse assortment of plumbing systems, fixtures and equipment. An employee in this class is required to be a Master Plumber, licensed to do work within Montgomery County, Maryland and registered WSSC. This class differs from the Plumber classification because it exercises full, supervisory authority over a group of subordinate employees including licensed Plumbers, labor and maintenance employees. Supervisory responsibilities performed by an employee in this class include: directing, assigning and controlling workflow; effectively recommending hiring and disciplinary actions; writing and revising position descriptions; and conducting training and performance evaluations.

MAJOR DUTIES:

Under general direction and administrative supervision of higher-level personnel, the Plumber Supervisor is responsible for inspecting, coordinating, monitoring, and overseeing the installation, maintenance, troubleshooting and repair of all types of plumbing systems and fixtures, including but not limited to utility supply and disposal systems; sewage, water, gas and oil lines; compressed air, vacuum and acid systems; water closets, heaters, hydrants, valves and pumps; fire and sprinkler systems. The employee is responsible for ensuring that WSSC, County, State, and Federal regulatory requirements are met, including services being performed by in-house employees and vendors on County-owned and/or leased properties. The employee carries out these responsibilities by personally overseeing and inspecting projects assigned to County employees and trades contractors.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs inspections of new and existing plumbing equipment in County-owned and leased properties for conformance with WSSC, County, State, and Federal standards. Certifies compliance or non-compliance as inspection results dictate.
- Approves existing installations or recommends further plumbing work based on knowledge of the methods and practices involved in constructing, installing, maintaining and operating plumbing installations, equipment and appliances.
- Reviews plans and workmanship of plumbers to see if the plumbing work complies with governing ordinances and regulations.
- Prepares time and material estimates for plumbing projects to determine the amount of time and

materials needed to complete projects. Tracks budgeted funds.

- Maintains records of work performed and develops periodic summaries from such records.
- Responds to after-hours calls and serves in a stand-by capacity for emergencies and special events.
- Performs related work as required.

SUPERVISORY CONTROLS:

The work requires an understanding of and proficiency in applying plumbing principals, practices, methods and techniques, and the exercise of independent judgment to take action/make decisions regarding compliance with Federal, State, County and WSSC regulations and codes regarding the installation and maintenance of plumbing systems. The employee explains and interprets regulations and codes to obtain compliance. The work is assigned in general or specific terms, performed independently, and reviewed through inspection, written and verbal status reports, discussions and other means of measuring quality, quantity, timeliness and other factors, including budget, safety and client satisfaction.

SUPERVISION EXERCISED:

Supervises the work of crews composed of plumbers and trades helpers involved in the maintenance, repair and installation of plumbing and gas systems at County-owned and/or leased properties by assigning work, providing instructions and advice, inspecting work in progress, and performing related tasks. Participates in or recommends decisions or actions on a variety of personnel matters, including selection, orientation, training, performance management, leave approval, promotion, and transfer; coaches, develops and counseling of employees; enforces unit policies, provides feedback on work performance and implement minor disciplinary measures; makes minor changes to work methods or procedures; adjustments of minor; prepares or reviews work records and reports; etc.

GUIDELINES:

Procedures for doing the work are established, and specific guidelines (e.g., County laws, codes, regulations, rules, policies, procedures, etc.) are normally available. Occasionally, guidelines may be lacking or allow for the adaptation of or innovation in some non-routine situations. The employee decides short-term and mid-term work priorities based on practical matters and mature judgment. The incumbent also may determine which of several authorized alternatives to use and recommend changes to existing guides. Guidelines include WSSC, County, State and Federal standards and specifications, inspection procedures for the wide variety of plumbing projects and tasks encountered, County contract administration guidelines, as well as generally-accepted journey level plumbing practices and procedures. Some guidelines, such as WSSC regulatory requirements, are specific with no room for deviation; the work requirement is to select and directly apply the correct guideline(s).

COMPLEXITY:

The complexities of the work are characterized by the need to plan an assigned project, continuously monitor execution of a number of work projects simultaneously but indirectly through others, ensure regulatory compliance, interface with WSSC officials, contractors, business owners, citizens, and make site visits for direct inspections. The employee may be required to resolving unusual problems or nonstandard matters which conventional analysis only partially solves and which typically requires different approaches to identify which of various courses to follow.

SCOPE AND EFFECT:

The main purpose of the work is to ensure that County plumbing systems, components and related equipment in the area of responsibility comply with all applicable WSSC, County, State, and Federal regulatory requirements. The impact of the work is realized through the safe and effective operation of plumbing systems in County owned and leased facilities and in the safety and comfort of facility users.

CONTACTS:

Contacts are mainly with subordinates, contractor crew leaders, WSSC officials, employees in other County and State units, owners/managers of County business establishments, and County residents. The purposes of these contacts are to obtain agreement on courses of action and solve operational problems; relay results of compliance inspections, provide and/or receive instructions, recommendations and decisions; coordinate and implement project adjustment plans; receive and pass on information; report and respond to emergencies; and otherwise exchange non-routine and routine information and answer questions about assigned project areas and plans; provide cost estimates; and respond to complaints.

PUBLIC SERVICE /ASSISTANCE:

Positions assigned to this class provide limited one-to-one-public service and assistance to individuals outside of the County Government. The employee may periodically interact with the public, but this interaction is incidental to the primary purpose of the job.

HAZARDS:

Field work requires some risks due to the use of tools, equipment or machines or exposure to biological and toxic substances which may require safety precautions, and/or the use of special equipment, such as hard hats, respiratory masks, protective clothing, gloves. These hazards may result in injuries but can be controlled through proper safeguards and/or procedures.

MINIMUM QUALIFICATIONS:

Education: Completion of an apprenticeship or trade school program in plumbing.

Experience: Thorough (five (5) years) experience as a journey level plumber, including two (2) years as a lead plumber or trades foreman, or certification as a Master Plumber and one (1) year of experience as a lead plumber or trades foreman in private industry or other government organization.

Equivalency:

An equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

License Requirement:

Possession and maintenance at all times of:

- A valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Master Level Plumber's, Gas Fitter's and Sewer Cleaner's licenses issued by the Washington Suburban Sanitary Commission (WSSC). This Master License is for the sole use of Montgomery County Government in obtaining required permits for the County. This license cannot be used for other work that is not County-related.
- WSSC certification to install and maintain backflow prevention devices when required for job-related duties.

Note: There will be no substitutions for this section.

Knowledge, Skills, and Abilities:***Thorough Knowledge of:***

- The principles and practices of the plumbing and related trades to identify requirements, prepare specifications, monitor and inspect the work of contractors and County employees in the installation, maintenance and repair of the full range of plumbing systems and subsystems including, but not limited to, sanitary lines, gas lines and sprinkler systems. This includes thorough knowledge of applicable codes, standards, methods, tools, materials, and improper practices that may result in faulty, substandard or hazardous conditions.
- Inspection and investigation methods and procedures; e.g., documenting case histories and enforcing contract provisions relative to regulatory requirements.
- Occupational hazards and safety precautions of the plumbing and related trades.
- Building and fire codes as related to the work performed within the plumbing and related trades.

Skill in:

- Proficiency in using all hand and power tools and equipment used in the plumbing and related trades.
- Working from mechanical drawings, specifications, sketches and work orders to prepare material lists, specifications, and cost estimates.
- Assigning and directing the work of one or more plumbers and trades helpers.
- Problem solving to select, organize and logically process relevant information on order to solve trade-related problems.
- Written communication to understand written information (e.g., instructions, descriptions and ideas) and to express such information in writing so that others will understand. Examples include using parts catalogs and regulations, preparing and reviewing such documents as work orders and specifications, and reading and understanding general administrative information.
- Verbal communication to understand verbal information (e.g., instructions, descriptions, ideas) and to express such information so that others will understand. Examples include exchanging information about job requirements and progress or problems on the job, and keeping the supervisor and others informed.
- Interpersonal skills to interact effectively with personal contacts in a customer service oriented, businesslike manner.

Ability to:

- Work stand-by shifts and respond to after-hours emergency service calls.
- Perform work inside and outside year-round, where it may be necessary to work from overhead or in stretched, cramped or awkward or tiring positions.

Work Environment:

Work is performed both in an office and in the field. Office conditions include adequate heating, ventilation and lighting. Field work, such as conducting on-site inspections, includes a variety of conditions such as storms and extreme heat in the summer and extreme cold in the winter, working in dirty, confined spaces, uneven lighting. This work often involves very disagreeable or unpleasant situations. The work environment may contain sewage; very dirty or greasy equipment; conditions of high humidity or cold; etc.

Physical Demands:

As a working supervisor, the employee activities include standing, stooping, bending, kneeling, climbing and lifting, as well as working in tiring and/or uncomfortable positions for extended periods of time. The employee frequently carries or moves items and equipment of varying dimension and weight. The work involves the use ladders, scaffolding and platforms to access hard to reach places.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS:

Positions assigned to this class are non-bargaining unit.

MEDICAL PROTOCOL: Core Exam with Drug and Alcohol

PROMOTION POTENTIAL:

This is the highest level of the Plumber series. May be competitively promoted into a vacant Management Leadership Services position provided that the employee meets the MLS qualifications.

CLASS SPECIFICATION HISTORY:

Class Established: November 2011
Revised: August 2013
Revised: June 2018

Note:

Title Change: June 2018- formerly Master Plumber

The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.