

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: PlumberDepartment: Facilities Maintenance & OperationsTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): Mon-Fri 7:00 am-3:30 pmSalary Schedule (Range): 71Background and Rationale (use back of form if additional space is needed): This position is to fill the vacancy created by the retirement of the FacilitiesLead Plumber, Matthew Thatcher.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). This position is a regular Plumber position and not a Lead Plumber position.Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-621500-212000-651000-2100100 % Amount \$ 112,485

Account Number(s): _____

% Amount \$ 112,485Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: The vacant position budget is for a Lead Plumber (B-76); Management has requested to hire a Plumber which is a lower range. The budget is sufficient to cover a plumber. The excess budget will be transferred to account 11000-621500-451000-651000-2100.**Signatures:**William Asher
1. Requesting Manager SignatureAug 2, 2022
DateWilliam Asher
2. Division Vice President Signature08.19.2022
DateBob Boyce
3. Chief Compliance/Budget Officer Signature09/02/22
DateJulia Davis-Harris
4. Human Resources Signature9/8/2022
DateSuchakong
5. Vice President, Human Resources9/8/2022
Date☒ Funding available ☐ Funding not available Position Number: CB9922 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin
6. Signature of President/CEOSeptember 13, 2022
Date☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Matthew Thatcher
Last day of employment: 09/12/2022 09.23.2022
Reason for vacancy: Retirement
(Attach Existing Job Description)☐ Newly Funded Position Fiscal Year 22-23
☐ No Existing Job Description
(Attach Draft of New Job Description)
☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative***For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

EZ Salary Projection FY 2022-23 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UB
Enter salary range	71
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$110,032

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 3.7.22

PLUMBER

DEFINITION

Under general supervision, performs skilled plumbing work in the installation, maintenance, and repair of systems and fixtures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Facilities Planning & Management and technical and functional supervision from the Lead Plumber.

CLASS CHARACTERISTICS

This is the journey-level in the Plumber class series and is responsible for performing skilled plumbing work including installing and repairing systems and fixtures to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety for District and public use. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents in this class may also assist other trades on an as needed basis.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs skilled plumbing work in the alteration, installation, maintenance, and repair of plumbing fixtures and systems to maintain plumbing lines in safe and sanitary working condition; ensures compliance with building codes applicable to the plumbing trade.
- Installs, maintains, and repairs valves, pumps, toilets, water heaters, pipes, faucets, and various other fixtures, parts, and equipment; rebuild and replace valves and faucets as needed; replaces leaking and defective parts in plumbing fixtures and systems.
- Installs, tests, and maintains all types of plumbing equipment, including drains, water heaters, garbage disposals, valves, regulators, gas fuel-burning appliances, water and gas lines, sewers, flush valves, fixtures, swimming pool pumps, fire sprinkler equipment, and hydrants.
- Cleans out drains and removes obstructions from water and sewer systems, dishwashers, disposals, pumps, toilets, urinals, and drinking fountains; inspects and repairs leaks and general system failures; repairs or replaces damaged pipes, tubing, and sewer lines;.
- Installs, tests, and maintains backflow devices.
- Estimates labor, material, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Plans, organizes, and lays out assigned tasks; interprets diagrams, blue prints, sketches, and specifications; works from verbal and written instructions and work orders to install and test plumbing systems or equipment.
- Operates a variety of specialized equipment, including various hand and power tools; drives a vehicle to perform work.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Ensures the proper care and maintenance of tools and equipment.
- Records and maintains work and material records.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Assists other District employees with various projects, as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in plumbing maintenance and repair of District systems and fixtures, including plumbing codes.
- LA County Department of Health Services backflow testing license/certification.
- Safe application, operation, and maintenance of tools and equipment used in the plumbing trade.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of complex technical plumbing work, including the installation, repair, and maintenance of District fixtures and systems.
- Perform preventative maintenance of plumbing equipment and systems.
- Skillfully and safely operate a variety equipment and power and hand tools used in the plumbing field.
- Troubleshoot plumbing problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommend purchases.
- Apply, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in journeyman level plumbing maintenance and repair work.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- LA County Department of Health Services Backflow Tester License/Certification.
- A certification as a qualified journey level plumber from an approved institution is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in limited spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, limited workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.