



### PLUMBER, APPRENTICE I/II/III

**SALARY GRADE:** Apprentice I: [C3-46](#), Apprentice II: [C3-48](#); Apprentice III: [C3-52](#)

#### **DEFINITION:**

Employees in this classification perform apprentice level work in the trade of plumbing and does related work as required.

Incumbents in this classification are assigned to work primarily in the trade of plumbing, but may also be assigned to assist other Plant Services personnel as needed.

#### **DISTINGUISHING CHARACTERISTICS:**

##### Apprentice I

This is an entry-level position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

##### Apprentice II

This is a semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the next level in the apprenticeship program.

##### Apprentice III

This is an advanced semi-skilled position. Employees are required to complete eighteen (18) months of service and one hundred fifty (150) successful hours of trade related vocational instruction. An employee who fails to complete the required hours for training/coursework will be subject to discipline procedures. Employees who attain established levels of proficiency and qualifications are eligible to move to the journey level position.

#### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

##### **General Responsibilities**

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.

6. Shall carry a communication device, if assigned one, and be available for general plumbing duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

### **Trade Responsibilities**

Apprentice I works under direction of a Journey level position.

Apprentice II works under the general direction of a Journey level position, with some independence.

Apprentice III works with oversight from a Journey level position, exercising a high level of independence.

### **All Apprentice positions perform the following:**

1. Maintenance and repair of water mains, pipes, gas mains, fire hydrants and hydrant leads; assists in the diagnoses of malfunctions of plumbing systems.
2. Installation, repair and replacement of plumbing fixtures including sinks, basins, and drinking fountains.
3. Installs, alters, and repairs valves (e.g. shutoff, wheel, gate, flow, angle, sop. Pressure, relief, anti-siphon, double-check, backflow, and others); installs, alters, and repairs fitting and other plumbing parts and equipment (e.g. hot water boilers, sterilizers, steams tables, sinks, thermal control apparatus, sprinkler heads, hydrants and service parts, and chiller lines).
4. Installs new water services and mains or replaces or relocates services with copper, cast iron, wrought iron, plastic, or steel pipes and bronze, copper or galvanized fittings; drills and taps water mains.
5. Location and repair of underground and surface leaks on service pipes and water mains; works on high-pressure water systems.
6. Cleans and maintains traps; repairs gate valves; changes broken or worn spindles; repacks glands; assists in the operation of gate valves; checks air valves when filling mains; repairs leaks in cast iron mains using leak clamps for minor breaks, or in the case of large breaks, cuts out and removes broken section and installs new section; installs necessary piping and sets recording chart meters or registers on water mains and meters; recaulks joints on new and old mains; lays out and installs new mains and pertinent fitting.
7. Assists in the excavation and backfilling of trenches, the disinfection and flushing of mains and fittings and the setting up and operating of various equipment necessary to maintenance and installation activities.
8. Services, repairs and replaces defective parts of high and low pressure fire hydrants; makes needed repairs in the field when possible or removes hydrants for hop repair; operates and makes repairs to high and low pressure valves; caulks joints using suitable caulking materials and tools; tests, inspects, services, repairs and replaces defective parts of reservoirs and tanks; may perform incidental maintenance or installation of inside plumbing when required.
9. Assists in the regulation of water supply from various distribution reservoirs and in individual pressure district by operating necessary valves.
10. Makes initial investigations to complaints and responds to emergency situations involving water leaks, poor pressure, no water, holes in sidewalk or street; determines action necessary for immediate repairs or dispatching service crews to the scene.
11. Keeps accurate records of time and work performed, equipment and materials used or recovered, and exact location of installations; checks blueprints to identify possible plumbing maintenance problems.
12. Maintenance of equipment rooms, shops, vehicles and tools.

## **EMPLOYMENT STANDARDS:**

### **Apprentice I**

#### **Knowledge of:**

1. Water columns and volumes and sizes of pipe needed to maintain pressure and velocity.
2. Methods, materials, tools, safety practices and equipment used in the plumbing trade.
3. Safety factors in the operation of equipment and materials.
4. Applicable safety codes, ordinances and regulations.

#### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Estimate the scope of a project, costs, materials and timelines required to complete assignments.
3. Read and work from blueprints, technical manuals, charts and schematics.
4. Work on high-pressure water systems.
5. Analyze, diagnose and repair plumbing malfunctions.
6. Install, repair and maintain a variety of plumbing fixtures and equipment.
7. Maintain accurate records and reports on completed assignments.
8. Assign work to and oversee the work of Apprentices in the plumbing trade.
9. Operate and maintain a variety of equipment and tools.
10. Understand and carry out oral and written instructions.
11. Observe safety requirements and safe work practices and methods as required.
12. Establish and maintain cooperative work relationships.
13. Work independently and under minimal supervision.

### **Education**

Equivalent to the completion of the twelfth grade. Trade school courses desirable.

### **Experience**

Basic knowledge of methods, materials, tools, safety practices and equipment used in the plumbing trade.

### **License or Certification**

Possession of a valid class C California driver's license.

## **WORKING CONDITIONS:**

### **Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

### **Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.

7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008