

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION**

FACILITIES MAINTENANCE PLUMBER

DEPARTMENT : COMMUNITY PLANNING & DEVELOPMENT-BUILDING INSPECTIONS
WAGE :
FLSA : NON-EXEMPT
CIVIL SERVICE : INCLUDED
BARGAINING UNIT : CONSTRUCTION & PUBLIC EMPLOYEES LiUNA Local #177

GENERAL STATEMENT OF DUTIES

Master/journeyman level technical position responsible for performing a variety of repair and maintenance duties in City buildings and facilities with primary responsibility for plumbing-related maintenance. The work is performed under the general direction of the Building Official/Maintenance Administrator but considerable leeway is granted for the exercise of independent judgment and initiative. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS
(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

GENERAL FACILITIES MAINTENANCE

1. As part of a maintenance team, coordinates a preventive maintenance program for City facilities and equipment.
2. Regularly inspects the structural and maintenance aspects of City facilities and performs scheduled repairs of City facilities and equipment.
3. Responds to maintenance emergencies in all City facilities and assists in making major or minor repairs as needed or directed.
4. Installs and repairs electrical, plumbing, heating and air conditioning equipment in City facilities.
5. Works with construction and maintenance contractors to ensure mechanical, electrical, plumbing and structural integrity of City buildings and facilities is maintained.
6. Works from plans, blueprints, drawings and

diagrams.

7. Assists other maintenance personnel in mechanical, electrical, HVAC, general building and grounds maintenance and custodial duties as needed.
8. Assists in snow removal operations as needed.
9. Works from unprotected heights and close enclosures using ladders or scaffolding; works in confined spaces and underground pits; performs maintenance and repairs in trenches and on uneven ground.
10. Works outside in all weather conditions; works near moving mechanical equipment and electrical hazards; operates equipment and tools that cause vibration; noise level is often loud; atmosphere may contain dust and fumes.
11. May operate trencher, backhoe, end loader, tractor, concrete saw, air hammer, pipe threader and a variety of power tools.
12. Keeps a daily log sheet of work performed.

13. Operates personal computer to update and maintain database of work performed.

PLUMBING MAINTENANCE & REPAIR

1. Assesses and repairs complex plumbing problems using tools, materials and procedures involved in master/journeyman level plumbing operations.
2. Supervises and participates in the new installation, maintenance and repair of a variety of plumbing systems in all City facilities (may include irrigation systems, Park shelters, Riverfront Stadium, Young Arena, downtown Expo areas, golf courses).
3. Instructs other maintenance personnel in proper methods of plumbing maintenance and repair and inspects work for conformance to instructions and applicable plumbing standards.
4. Installs plumbing fixtures, valves, piping, pumps and fluid controls in City buildings and facilities and performs plumbing maintenance including but not limited to locating and replacing defective or damaged plumbing fixtures, pipes, pumps and controls.
5. Keeps accurate records and work diagrams of existing and proposed plumbing projects.

MISCELLANEOUS

1. Shares night/weekend/holiday call on a rotating, weekly basis with other employees in the department.
2. Works independently and with others with minimum supervision.
3. Attends work regularly at the designated place and time.
4. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City and Maintenance Department safety rules and regulations.
5. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Comprehensive knowledge of standard practices, tools and terminology of the plumbing trade and plumbing theory.
2. Ability to assess and repair complex maintenance problems using tools, materials and procedures involved in building maintenance and custodial operations; ability to make repairs to complicated plumbing, fixtures, irrigation systems and equipment.
3. Knowledge of pump and fluid controls, pneumatic and hydraulic systems.
4. Working knowledge of the City of Waterloo plumbing ordinance.
5. Ability to read and work from blueprints, plans and diagrams.
6. Ability to plan, monitor and supervise the plumbing work of other maintenance employees and contractors.
7. Ability to discuss maintenance and repair issues with coworkers and supervisors tactfully and promptly, in a clear, concise and easily understandable manner.
8. Ability to communicate effectively and maintain working relationships with outside contractors, other City employees, public officials and supervisors.
9. Ability to keep accurate and thorough records of work performed.
10. Ability to use independent judgment to recognize and solve problems as they occur and to purchase equipment, materials and supplies as needed.
11. Ability to work from ladders, scaffolding, or man-lift up to forty (40) feet in the air.
12. Ability to safely operate tools and equipment of the building maintenance trades and considerable knowledge of occupational hazards associated with and the safety

precautions necessary when working on complex building maintenance operations and enforce appropriate safety precautions.

13. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school diploma/equivalent.
2. Master plumber preferred with minimum two (2) years supervisory experience.

OR

3. Journeymen plumber with minimum five (5) years experience supplemented by studies in plumbing shop work or other vocational school.
4. Iowa Class C Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation; two or more at-fault accidents within a three-year period while driving on City business; three or more at-

fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks and to lift and carry various items weighing up to forty (40) pounds on a frequent basis and to lift up to one hundred (100) pounds with assistance on an occasional basis.
2. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers in person, over the telephone or over a radio.
3. Sufficient color vision to identify indicator lights on electronic control panels and electrical wiring, sufficient depth perception, distance and peripheral vision to safely operate vehicles and equipment and assess complex maintenance problems; sufficient dexterity to safely operate power and manual repair and maintenance tools; sufficient hearing to understand verbal instructions, respond to questions from the public and to hear traffic in work areas.
4. Sufficient personal mobility that permits the employee to work in confined spaces and operate required equipment safely in all types of weather and to go to work sites all over town to perform required maintenance; able to stoop, kneel, reach, turn, crawl, climb, or crouch for an extended period of time in cramped or difficult to reach areas.

MISCELLANEOUS

1. Must wear personal protective equipment such as safety shoes, safety glasses, safety vest, hearing protection, gloves and hardhat.
2. Must comply with the City of Waterloo Residency Policy for Critical Employees (must live within 10-mile radius of City Hall)

within time period as determined by department head.

3. Must maintain a local telephone number where can be reached.
4. Following a conditional offer of employment, the City of Waterloo requires a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
5. The City of Waterloo reserves the right to conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
6. Must submit to and pass Civil Service examination procedures including a panel interview.

WORK SCHEDULE

Generally 7:00 a.m. to 4:00 p.m. Monday through Friday with one hour unpaid lunch. Will be required to respond to emergency calls on weekends, evenings and holidays, alternating with other department personnel. May be required to work considerable overtime when assigned to special projects or during weather or facility-based emergencies.

EXAMINATION INFORMATION

Qualified applicants who apply by the deadline date will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability.

ORAL EXAMINATION DATE

Qualified applicants who apply by the deadline date will be notified of the time, place and date of the examination.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

FACILITIES MAINTENANCE PLUMBER DESCRIPTION 21

January 2021