

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**MAINTENANCE PLUMBER FOREMAN**

**Position Code: K5520**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, performs plumbing work at the level of master craftsman; assigns, directs and checks the work of a group of journeymen in all phases of plumbing and steamfitting.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Assigns journeymen to trade tasks in the repair, maintenance, construction or alteration of all plumbing and heating problems.
2. Directs the work of craftsmen in a well equipped shop.
3. Makes estimates of materials needed and time allotments for completion of jobs.
4. Performs other related duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school and five years experience as a journeyman plumber. Requires possession of a valid certificate of license as a journeyman plumber.

**Knowledge, Skills and Abilities**

Requires extensive knowledge of all tools, materials, methods, practices and hazards of the trade.

Requires ability to direct journeymen plumbers and fitters.

Requires ability to perform all tasks usually associated with journeymen plumbers and fitters.

Requires ability to interpret work plans.

Requires ability to arithmetical computations and estimations of materials needed.

Requires willingness to travel and possession of a valid Illinois driver's license.

Effective Date of Classification – April 14, 1981

Date of Last Revision – December 19, 2012