

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

MAINTENANCE PLUMBER GENERAL FOREMAN

Position Code: K 5530

DISTINGUISHING FEATURES OF THE CLASS

Subject to administrative approval, responsible for maintaining the efficient, effective and continuous work by the crew or crews performing plumbing and steamfitting work in buildings maintained by the Secretary of State; may participate in maintenance and installation activities; responsible for the timely preparation and/or coordination of reports and estimates from his/her Foremen; and the safekeeping of all materials and tools.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Responsible for managing project priorities and timelines; supervising, coordinating and evaluating the work of all subordinate Foremen; provides direction to craftsmen or others involved in trade operations; may represent trade or department at project or safety meetings.
2. Assigns and is responsible for maintenance and installation projects within the Secretary of State's buildings and grounds related to plumbing, steamfitting and refrigeration; and may participate in such work.
3. Responsible for timely preparation and/or coordination of reports, required lists and estimates of materials, time and manpower; and maintaining all records or reports required by the employer.
4. Responsible for ensuring the safe and controlled storage of State owned, job related materials and tools.
5. Performs other 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 (5) 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 the tools, materials, methods and practices, and hazards of the trade.

Requires skill in the use of tools of the trade.

Requires ability to provide effective supervision or direction to employees and project participants.

Requires ability to perform all tasks associated with journeymen plumbers.

Requires ability to read, interpret, file and work from plans, simple or involved drawings and sketches.

Requires ability to generate lists, estimates and reports germane to job responsibilities.

Requires ability to make simple arithmetic computations and estimations of materials needed.

Requires ability to obtain quotes from suppliers or contractors.

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

Effective Date of Classification – September 19, 2012

Date of Last Revision – December 19, 2012