

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Supervisor of Plumbing Services

**DEPARTMENT:** Plumbing Services

**REPORTS TO:** Director of Facilities Management & Technical Services

**POSITION SUMMARY:**

The Supervisor of Plumbing Services has primary responsibility for planning, supervising and coordination of campus plumbing services and systems, which includes teaching student crews the skills necessary for working on plumbing services, and domestic water and sewer systems.

**SPECIFIC RESPONSIBILITIES:**

1. Develops strategic planning for their department, including five year plan, four month focus, and weekly updates of work orders.
2. Uses basic computer programs such as email, word processing, and Outlook.
3. Supervises, directs, and participates in all plumbing activities on campus.
4. Trains and supervises student workers in the proper skills necessary for working with plumbing services, and water and sewer systems.
5. Uses computer to monitor, analyze, prioritize and schedule work and work orders.
6. Plans and schedules the work of student employees to ensure adequate staffing and proper distribution of assignments.
7. Estimates and orders the amount and type of supplies, materials and equipment required for projects; calculates job costs.
8. Inspects completed work to ensure compliance with drawings, specifications, building codes and instructions.
9. Develops operating guidelines and procedures for plumbing services.
10. Develops training, including safety training and guidelines.
11. Provides orientation for student workers.
12. Analyzes and implements water efficiency projects.
13. Implements preventive maintenance and procedures.
14. Manages operating budget for plumbing services.
15. Evaluates student workers and recommends personnel actions including, but not limited to, hiring, transfer, and performance. Interviews potential candidates for the crew, uses discretion in hiring them.
16. Maintains required stock of plumbing materials and fills requisitions for plumbing materials and equipment.
17. Remains knowledgeable of advances in plumbing techniques and equipment, recommending improvements where needed.
18. Handles after hour emergencies as occurs.
19. Performs other related duties as requested.

**WORKING CONDITIONS:**

1. Must be physically capable of entering small, closed places to inspect and work on plumbing and water systems.
2. Must be able to drive appropriate maintenance vehicles, and load and off-load maintenance equipment and tools.
3. Must be able to work indoor and outdoor in all weather conditions.
4. Must be able to climb ladders.
5. Must be capable of lifting up to 50 pounds.

**QUALIFICATIONS:**

1. Must possess a current and valid Plumbing Contractor's License.
2. Minimum of five years supervisory experience, preferably supervising young people.
3. Must have a working knowledge and technical understanding of all areas relating to plumbing services and water systems, including residential, institutional and industrial sectors, technical education and prior successful employment in the field, preferably with 10 plus years experience.
4. Must have a valid North Carolina Driver's License with no restrictions.
5. Prefer a demonstrated understanding of Total Quality Management and Total Productive Maintenance processes.
6. Prefer a background with environmental emphasis in regard to plumbing services and water systems.