

PLUMBER SUPERVISOR

(Class Code 3446)

Task List 2022

1. Receives work requests such as emergency repair orders, maintenance, service, and installation requests by phone, in writing, or in person from facility employees, management, or customers.
2. Receives telephone calls from facility employees, vendors, customers, and management requesting information, such as status of work orders, equipment specifications, clarification of requests, or follow up on orders placed.
3. Lays out plumbing work by reviewing the work order requests, talking to person(s) requesting the work, checking proposed work location, and talking to tenants of the facility in order to determine labor, time, equipment, materials, other craft trades needed, the best time to perform work, schedule work to comply with deadlines and minimize interruptions and delays, determine priorities, ensure material and equipment availability, and conduct site safety survey for safe operations.
4. Assigns work such as service, maintenance, and installation requests to plumbing crews using work orders, plans, drawing, and specifications, giving supplemental verbal or written instructions including field sketches in order to ensure that work order requests will be performed accurately, safely, timely, and according to code.
5. Reviews the work of plumbing crews by reviewing work orders, plans, drawings, and specifications, and supplemental instructions by personally observing work performed, checking for quality and quantity, safe work practices, proper methods, materials, tools, and equipment used, and by checking to ensure that crew is at the job site assigned in order to ensure work is performed accurately, safely, and timely.
6. Personally inspects plumbing installations, repairs, and relocations by checking work performed against plans, specifications, or drawings, visually checking for leaks at fittings and connections, and working conditions and safety, and performing tests on the order to ensure quality of work, conformance to code requirements, and safe working conditions.
7. Conducts tests on fire sprinkler systems using appropriate inspection personnel (Fire Inspector or licensed worker) in order to ensure proper operations of the system.
8. Oversees tests on backflow prevention devices as required according to plans, building codes, and L.A. County Health Department regulations for public health.

9. Meets with other craft trade supervisors in order to discuss overall project, proposed work activities, and coordinate and schedule work to be performed by each craft trade in order to minimize delays and meet project completion deadlines.
10. Arranges for inspections by calling the Department of Building and Safety in order to obtain inspection and approval at proper intervals of the work project.
11. Secures permits by filling out applications for work to be done at the Department of Building and Safety permit desk and submitting the work plans and waiver of fee form in order to comply with local ordinances.
12. Arranges for material supplies, equipment, and support personnel (crane operator, backhoe operators) to be available in order to expedite job progress and minimize delays.
13. Estimates cost of projects including labor, material, tools, equipment, and other craft trades' time using manufacturers quotes, equipment price history information, accounting records information, salary records, plans, and specifications in order to determine the most effective means for completing the project and to provide management with cost information.
14. Disciplines subordinate employees using progressive discipline procedures such as counseling, documenting, giving verbal warnings, written notices, and suspensions, in accordance with Personnel Department policy No. 33 Disciplinary Guidelines.
15. Fills out requisitions for materials and supplies using departmental stores procedures for stock items in order to obtain materials and supplies.
16. Contacts vendors by phone or email in order to determine prices and availability of specialized or non-stock items.
17. Fills out requisitions for purchase of specialized or non-stock items specifying quantity, brand, supplier, and price in order to obtain needed materials and supplies not kept in stock by stores.
18. Researches new, specialized, and/or obsolete products or parts by contacting manufacturers, reading trade journals, parts catalogs, and product information brochures in order to obtain source of supply, cost, and availability for obsolete or specialized tools, fittings, parts, and equipment.
19. Fills out records and logs, and writes reports such as work order logs, injury on duty logs, grievances, timekeeping, vacation requested and schedules, training profiles, monthly activity reports, shift schedules, and inventory records in order to provide information to management and maintain accurate records of work activities and personnel transactions.

20. Meets with technical personnel such as engineers, architects, other craft trade supervisors, manufacturer's representatives, and regulatory agency personnel in order to provide information and explain work relating to installations, environment (water quality), codes, safety, and state and local ordinances.
21. Meets with employees at job locations in order to provide training and technical information, explanations, and clarifications relating to troubleshooting, diagnosing system problems, safety concerns such as hazardous conditions or safety violations and plans and specifications as they relate to work to be performed, and assist with new methods or procedures.
22. Meets with union representatives in order to discuss grievances, working conditions, MOU provisions, and proposed discipline.
23. Meets with subordinate employees in order to discuss work assignments and performance evaluations, obtain and provide information regarding working conditions, sick leave and vacation usage, reporting requirements, employee development opportunities, equal employment opportunities, and departmental policies.
24. Identifies training needs by reviewing employee training profiles and work performance in order to determine if a worker has taken classes required for or offered to the position.
25. Arranges for training by scheduling employees to attend classes provided by private consultants.
26. Personally conducts informal training at the job sites by explaining proper procedures, demonstrating how to perform tasks safely, including proper use of tools, materials, and instruments, and providing "hands on" training.
27. Participates in certification interviews by writing and asking job related questions, evaluating responses, and making recommendations for selection based upon candidates qualifications, experience, and responses in order to fill vacant positions.
28. Orients new employees by conducting tours of working and auxiliary facilities (locker room, parking lot, administrative offices); making introductions to co-workers, supervisors, other craft workers and supervisors, and administrative personnel; providing appropriate working rules, policies, and procedures, safety rules and regulations, and MOU; and providing information and explanation relating to working conditions, safety precautions, and area restrictions in order to acquaint new workers to the environment.
29. Provides probationary evaluations to employees in order to give work information regarding their work performance.

30. Reads plans, specifications, and drawings in order to check for accuracy and make cost estimates.
31. Interprets plans and drawings in order to provide information and explanations to technical and non-technical personnel and provide instructions for conformance to the plans and drawings.
32. Makes field (rough) sketches and drawings to clarify written instructions and/or verbal information relating to new or existing installations and operating systems.
33. Meets with inspectors at the job site in order to discuss unusual circumstances or to respond to inquiries.
34. Inspects vehicles assigned to employees in order to determine if the vehicle is properly maintained, stocked with adequate materials, supplies, and tools, and is clean.
35. Conducts safety tailgate meetings with employees using prepared safety agenda including appropriate safety subject from suggested topic guides, discussion of recent incidents or accidents and/or injuries, accident prevention methods, and new safety policies, rules, or regulations and obtain information from workers relating to potential hazards, unsafe working conditions, availability of safety equipment, and safety violations in order to monitor and enforce safety consciousness in the workplace.
36. Investigates accidents/injuries by talking to employees involved, interviewing all witnesses to incidents, personally inspecting work sites, checking for hazards or unsafe conditions, determining the causes, and making recommendations for preventing future incidents of a similar nature.
37. Writes accident/injury reports in order to document what happened, nature of the accident, who was involved or injured, what the conditions were like, what hazards existed, and provide management and the safety committee with information relating to the incident.
38. Participates on safety committees (3 to 4 member advisory committee comprised of journey-level and supervisory employees) by reviewing reported accident/injury reports, talking to workers and supervisors involved, making recommendations for preventing similar accidents/injuries in the future; discussing hazards and potentially unsafe working conditions and making recommendations for solutions; reviewing new safety products, processes, procedures, and employee suggestions for safety.
39. Updates Material Safety Data Sheet (MSDS) book for all incoming materials and supplies and updates in order to have proper safety precautions and procedures readily available in case of accidental contamination or exposure.

40. Arranges for disposal of hazardous wastes by contacting environmental and safety groups or approved carriers (hazardous waste hauler).
41. Monitors work site by personally observing activities, equipment, and employees when employees are in a construction area where heavy equipment such as cranes, dump trucks, and backhoes are being used in order to ensure employee safety.
42. Checks work site prior to and concurrent with project by looking for potential safety hazards, unusual conditions such as scaffolding, shoring, ladder placement, housekeeping, use of proper tools and procedures, safe conditions of tools and equipment, and use of personal protective gear such as hard hats, eye and ear protection, safety shoes, and gloves in order to promote employee safety.
43. Obtains clearances prior to working on energized equipment by using proper locking and tag out procedures, shutting down equipment when clearance is obtained, and physically checking to be sure that equipment is isolated in order to ensure employee safety.
44. Notifies Building Operating Engineer, building maintenance staff, or the Fire Department in advance of planned torch cutting and welding in a public building in order to alert the Fire Department of a potential fire hazard and obtain inspection of fire protection equipment and tools.
45. Submits budget requests for new or replacement tools and equipment, materials, supplies, services, and staffing by providing cost estimates, justifications for new and replacement items and services, and workload indicators in order to secure funding for work to be performed.
46. Investigates verbal and written complaints by reviewing maintenance logs, repair records, work performed, and talking to workers or inspection personnel involved in order to respond to complaints and make recommendations to management.
47. Uses computer software, including Microsoft Word, Excel, and Outlook, for basic day-to-day functions of crafting spreadsheets, writing memos and e-mails to facility employees, management, vendors, and customers.
48. Uses computer work-order programs to keep track of and manage subordinates.