

WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position – PLUMBER
March 2014

Function of Position:

Responsible to the Director-Physical Plant for plumbing and pipefitting work and for maintaining HVAC systems, which may include related electrical work. Incumbent may work with students, team members, college employees, guests of the college and vendors, treating all with respect.

Principal Duties and Responsibilities :

- 1) Install and repair cooling equipment for air conditioning.
- 2) Install and repair plumbing lines, equipment, etc.
- 3) Install and repair refrigeration equipment.
- 4) Install and repair boilers, heat pumps, furnaces, and HVAC lines including sheet metal work.
- 5) Perform preventive maintenance on heating and cooling equipment.
- 6) Maintain parts and equipment inventory. Obtain prices for and order parts, equipment, and supplies.
- 7) Perform remodeling on existing plumbing, heating and cooling systems.
- 8) Perform electrical repairs as needed for HVAC systems.
- 9) Relocate piping and related plumbing.
- 10) Perform preventive maintenance on plumbing.
- 11) Work collaboratively with general maintenance staff and trades staff in completion of work orders.
- 12) Effectively utilize the work order system and respond to assigned tasks in a timely manner.
- 13) Assist with moves and setups.
- 14) Assist with snow removal.
- 15) Perform other related duties as assigned.

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. With input from the supervisor, the employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

Minimum Qualifications:

Master plumbing license required

Lead removal certification and refrigerant recovery certification.

Appliance license preferred.

Valid drivers license required.

Physical Abilities Requirement (included, but not limited to):

Ability to lift over 50 pounds

Ability to work with arms above shoulder height

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.