



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Master Plumber  
**Department:** Public Works  
**Classification:** 3113  
**Pay grade:** 21C  
**FLSA:** Non-Exempt

**Prepared Date:** 12/07  
**Approved By:**  
**Approved By:**

### Summary

Performs highly skilled technical and supervisory work at the Master's level in the installation, maintenance and repair of plumbing systems.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Participates and supervises workers in the assembly, installation, repair and maintenance of plumbing and irrigation system in the City.

Instructs workers in the proper and safe use of utilized equipment.

Estimates labor and material costs for installations and repairs. Recommends equipment purchases for division. Orders materials and assists in inventory maintenance.

Executes preventative maintenance programs. Prioritizes and delegates work orders.

Prepares and maintains required reports and records for the division.

Reads and interprets blueprints and related diagrams.

Obtains building permits when required.

Acts as Liaison between the division, other City departments and the general public.

Performs other related tasks as required.

### Knowledge, Skills, and Abilities

Knowledge of personnel regulations, policies and procedures and instructions regarding sanitary plumbing system installations. Knowledge of the standard principles, practices, methods, tools, and materials of the plumbing trade and their suitability for different types of work and their application. Knowledge of applicable plumbing codes and regulations. Knowledge of the flows, pressures and capacities of water tanks and lines. Knowledge of the occupational hazards and safety precautions of the plumbing trade. Knowledge of building permit procedures. Ability to estimate labor and material costs relative to plumbing installations and repairs. Ability to prepare and maintain records and reports.

Ability to read and interpret blueprints and diagrams. Ability to deal effectively with employees and the general public. Good oral and written communication skills and good organizational skills. Good delegation and interpersonal skills. Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is indoors and outdoors, and may require standing for extended periods of time. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

High school diploma or equivalent.

Miami-Dade County Master's Certificate in Plumbing.

Skilled plumbing trade experience to include supervision.

Valid CDL and Florida Driver's License