

**Senior Plumber  
(Class Code 3444)  
Task List 2022**

1. Measures pipe and tubing such as copper, galvanized, plastic, cast iron, and ductile iron using a tape measure in order to determine the amount of pipe or tubing needed for new installations, repairs, or relocations.
2. Cuts pipe and tubing using mechanical cutters, power mechanical cutters, tube cutters, portabands, and reciprocating saws in order to remove existing or install new pipe or tubing.
3. Bends tubing using tubing benders in order to obtain a radius or offset.
4. Threads pipe using a pipe threading machine or mechanical threader (hand tool) in order to join pipe with fittings such as tees, elbows, and unions.
5. Flares copper pipe and copper tubing using a flaring tool in order to join copper pipe or tubing.
6. Cuts vicalic grooves on steel, brass, and carbon steel pipe in order to join pipe with fittings.
7. Reams pipe using a mechanical reamer (hand tool), reaming machine, or attachment on pipe threading machine in order to deburr inside wall or pipe to ensure even inside diameter.
8. Joins pipe and tubing using hand tools such as pipe, strap, torque, and combination wrenches, chain tongs, levels, press tools and plumb bobs and materials such as molten lead, primer, solvent cement, silver brazing, and solder, and connections such as tees, elbows, and unions, as required according to verbal or written instructions.
9. Installs the different types of pipe, such as plastic, copper, galvanized iron, cast iron, for water and draining systems, air and gas lines, sewers, vents, process piping and fuel dispensing systems, industrial plumbing systems, industrial waste systems, and sprinkling systems using hand tools such as pipe, strap, torque, and combination wrenches, lead, primer, solvent cement, silver brazing and solder as required according to blue prints, plans.
10. Installs tubing such as stainless steel, copper, plastic (flexible), and aluminum using hand tools such as tube cutters, crescent wrenches, flaring tools, and torches, and materials such as solder, flux, ferrule type fittings and flare type fittings as required according to blueprints, plans, sketches, and oral and/or written instruction and safe work practices.

11. Removes and replaces pipe or tubing using hand tools such as mechanical cutters, metal cutting saws, levels, and wrenches and materials, such as lead, primer, and solvent cement, as required according to blueprints, plans, sketches, and oral and/or written instructions.
12. Repairs pipe using repair clamps, stainless steel bands, mechanical couplings, restraints or new section of pipe as required and according to verbal or work order instructions.
13. Installs and replaces plumbing appliances and fixtures such as sinks, basins, toilets, urinals, water heaters, water cooling systems, drinking fountains, water filters and softeners, storage tanks, small pumps, boilers, cooling towers, stoves and wall or space heaters using hand tools and/or portable power tools, and materials such as washers, gaskets, putty, pipe dope, Teflon tape, and caulking compounds, and equipment such as overhead and truck cranes, as requested by work orders and in accordance with safe working practices.
14. Repairs plumbing appliances and fixtures such as sinks, basins, toilets, water heaters, water cooling systems using hand tools, fittings, washers, solder, solvents, and adhesives as required according to verbal or work order instructions.
15. Installs machinery or equipment such as air compressors, gas compressors, large pumps and grease interceptors by making plumbing connections to equipment or machinery using hand tools, power actuated tools, and equipment such as overhead and truck cranes, hoists, backhoes, skip loaders, and come-alongs while working at heights such as on scaffolding, ladders, and tops of buildings or in confined spaces, such as in a tank or underground vault, or in an open excavation as required according to blueprints, drawings, plans, sketches, verbal and/or written instructions.
16. Installs, repairs, and replaces fire sprinkler systems in accordance with plans, fire codes, building codes, and work order requests.
17. Conducts tests on fire sprinkler systems using appropriate inspection personnel (Fire Inspector or licensed worker) in order to ensure proper operation of the system.
18. Installs, tests, and repairs backflow prevention devices as required according to plans, building codes, and L.A. County Health Department regulations for public health.
19. Receives telephone calls from facility employees, vendors, and management requesting work orders, reporting trouble and requesting emergency repairs, asking for clarification of and/or additional information, following up on trouble orders placed, and reporting inoperative systems.

20. Lays out plumbing work by reviewing the work order request, talking to person(s) requesting the work, checking proposed work location, and talking to tenants of the facility in order to determine labor, time, best time to perform work, schedule work to comply with deadlines and minimize interruptions and delays, determine priorities, and ensure material and equipment availability.
21. Assigns work to crews of Plumbers, Pipefitters, and helpers using work orders, plans, drawings, specifications or giving supplemental verbal or written instruction including field sketches in order to ensure work is performed accurately and timely.
22. Reviews the work of a crew of Plumbers, Pipefitters, and helpers by personally observing work performed, including checking for quality and quantity, safe working practices, proper methods, materials, tools, and equipment used, and that the worker or crew is at job site assigned in order to ensure work is performed accurately, safely, and timely.
23. Disciplines subordinate employees using progressive discipline procedures such as counseling in accordance with Personnel Department Policy No. 33 disciplinary guidelines.
24. 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.
25. Inspects plumbing installations, repairs, and relocations by checking work performed against plans, specifications, or drawings; visually checking for leaks at fittings and connections; and performing tests on the systems including operation of valves and controls in order to ensure quality of work, conformance to code requirements, and safe working conditions.
26. Fills out requisitions for materials and supplies using departmental stores procedures for stock items in order to obtain materials and supplies.
27. Contacts vendors by phone in order to determine prices and availability of specialized or non-stock items.
28. Fills out requisition 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.
29. 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 sources of supply, costs, and availability for obsolete or specialized tools, fittings, parts, and equipment.

30. Fills out records and logs, and writes reports such as work order logs, injury on duty logs, timekeeping, vacation requested and scheduled, training profiles, attendance profiles, monthly activity reports, shift schedules, and inventory records in order to provide information to supervisory personnel and management, and maintain accurate records of work and personnel transactions.
31. Files records and reports relating to a variety of activities such as work performed, personnel transactions, discipline, grievances, attendance, inventory, inspections, materials, tools, and equipment in order to have an available reference and accurate documentation.
32. Meets with technical personnel such as engineers, architects, other craft/trade supervisors, manufacturers' 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.
33. Meets with crews 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 violations, plans and specifications as they relate to work to be performed, and assisting with new methods or procedures.
34. Identifies training needs by reviewing employee training profiles in order to determine classes required or offered for the position have been completed.
35. Arranges for training by scheduling employees to attend classes provided by private consultants.
36. Personally conducts informal training at job sites by explaining proper and safe procedures, demonstrating how to perform tasks, use of tools, materials, and instruments, and monitoring "hands on" performance.
37. Participates in certification interviews by asking job related questions, evaluating responses, and making recommendations for selection based upon candidate's qualifications, experience, and responses in order to fill vacant positions.
38. Obtains verification that newly hired workers possess valid required licenses and/or certificates by personally checking the license or certificate for authenticity and expiration dates.
39. Inspects vehicles assigned to crews in order to determine if the vehicle is properly maintained, stocked with adequate materials, supplies, and tools.

40. Conducts safety tailgate meetings with crews using prepared safety agenda including appropriate safety subject from suggested topics guide, discussion of recent incidents of accidents and/or injuries, accident prevention methods, and new safety policies, rules, or regulations and obtains information from workers relating to potential safety hazards, unsafe working conditions, availability of safety equipment, and safety violations in order to monitor and enforce safety consciousness in the workplace.
41. Investigates accidents/injuries by talking to workers involved, interviewing all witnesses to incidents, personally inspecting work sites and checking for hazards or unsafe conditions, determining the causes and making recommendations for preventing future incidents of a similar nature.
42. Writes accident/injury reports in order to document what happened, nature of accident, who was involved or injured, what the conditions were like and what hazards existed in order to provide management and safety committee with information relating to the incident.
43. Participates in a safety committee (3 to 4 member advisory committee comprised of journey-level and supervisory workers) by reviewing accident/injury reports, talking to workers and supervisor involved, making recommendations for preventing similar accident/injuries in the future; discussing hazards and potentially unsafe working conditions and making recommendations for solutions; and reviewing new safety products, processes, procedures, and employees suggestions for safety.
44. Updates the Safety Data Sheet (SDS) book for all incoming materials and supplies in order to have proper safety precautions readily available in case of accidental contamination or exposure.
45. Arranges for disposal of hazardous wastes by contacting approved carriers\_(hazardous waste hauler), filling out hazardous waste disposal manifests, monitoring activities while material/wastes are being loaded, contacting test laboratories for unidentified materials, and contacting approved hazardous waste disposal facilities, as required.
46. Arranges for and monitors confined space entries by arranging for tests of gas levels, oxygen levels, availability of equipment including ventilators, air packs, safety harness, A-frame (for lifting employee out of confined space), walkie-talkie, and arranging for a CPR-trained employee to monitor activities outside of the confined space in order to ensure worker protection and compliance with confined space entry regulations.
47. Monitors work site by personally observing activities, equipment, and workers, especially in a construction area where heavy equipment such as cranes, dump trucks, backhoes, and lifts are being used in order to ensure worker safety.

48. Checks work site prior to and concurrent with projects by looking for potential safety hazards, unusual conditions such as energized equipment, safe working practices and conditions related to scaffolding, shoring, ladder placement, housekeeping, proper use of proper tools, equipment, and personal protective gear such as hard hats, eye and ear protection, safety shoes, and gloves in order to promote worker safety.
49. 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 work safety.
50. Notifies the 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.
51. Relieves supervisors (Plumbing Supervisor, Construction and Maintenance Supervisor, or Building Repairing Supervisor) during scheduled vacation relief periods.
52. Regularly utilizes computers to correspond with other departments, supervisors, prepare reports, time keeping, track work priorities, and project deadlines.