Date: October 30, 1995  

To: Personnel Officers  

From: Cathy Robinson  
      Senior Director  
      Human Resources Administration  

Subject: REVISION OF PLUMBER CLASSIFICATION STANDARDS

Attached are the revised classification and qualification standards for the following plumber classifications:

<table>
<thead>
<tr>
<th>Class Title</th>
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</tr>
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<tbody>
<tr>
<td>Plumber I</td>
<td>6549</td>
</tr>
<tr>
<td>Plumber II</td>
<td>6548</td>
</tr>
<tr>
<td>Supervising Plumber</td>
<td>6547</td>
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</tbody>
</table>

In accordance with the provisions of the Settlement Agreement of CSU Grievance Number 6-88-136, water treatment duties and related requirements have been added to each of the above standards. No other substantive changes have been made.

Transmittal Sheet No. 239 and the revised classification and qualification standards are attached. If you have questions, please call Ron Hull at (310) 985-2653 or Trudy McGuane at (310) 985-2655.

JC/tm  

Attachments  

Distribution:

Presidents  
Vice Chancellor, Human Resources and Operations  
Vice Presidents, Administration  
Employee Relations Designees  
Payroll Supervisors
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The effective date for the revised classification and qualification standards is November 1, 1995.

Cathy Robinson, Senior Director
Human Resources Administration
Human Resources
Plumber I

Classification Overview

Under general supervision, the Plumber I performs skilled plumbing and related work.

Incumbents install, maintain, inspect, and repair standard plumbing equipment concerned with water, gas, oil, sewage, fire control, steam, and refrigeration systems. They troubleshoot plumbing systems; install and repair pumps; maintain a plumbing shop; make rough sketches and estimate labor and materials for minor plumbing installations and repairs; advise on selection, ordering, and storage of plumbing supplies and equipment; maintain campus swimming pools; consult with other tradespeople; keep simple records and make reports; and instruct and lead unskilled assistants.

Some positions may be assigned water treatment duties that include monitoring, testing, and chemically treating the campus swimming pools and water supply to maintain an acceptable chlorination level.

Minimum Qualifications

Knowledge and Abilities:

♦ General knowledge of the methods, materials, tools, and equipment used in the plumbing trades.
♦ General knowledge of the Safety Orders of the Division of Industrial Safety applicable to plumbing and the California State Plumbing Codes.
♦ Ability to perform plumbing work and care for tools, materials, and equipment.
♦ Ability to make rough sketches of minor plumbing installations, read blueprints, and work from plans and specifications.
♦ Ability to estimate materials and labor costs for minor plumbing jobs.
♦ Ability to keep simple records and make reports.
♦ Ability to instruct and lead unskilled assistants.
♦ Ability to read and write at a level appropriate for the duties of the position.
♦ Ability to make accurate arithmetic computations where required.

Experience:

Any combination of training and experience equivalent to demonstrated achievement of a journey level of skill and successful completion of a certified plumber's apprenticeship program.
Classification and Qualification Standard
Plumber I

Special Requirements:

The ability to obtain water treatment certification may be a requirement of some Plumber I positions.
Plumber II

Classification Overview

Under general supervision, the Plumber II works with and directs a small crew of plumbers and helpers in performing skilled plumbing and related work.

The Plumber II classification is distinguished from the Plumber I by responsibilities for preparing lists of materials and equipment; estimating job costs and layout; and directing the work of three or more craftsmen or helpers. The Plumber II differs from the Supervising Plumber classification in that it includes working as a craftsperson and exercising only limited supervisory responsibility.

Incumbents lay out, direct, and assist with the work of installing, maintaining, inspecting, and repairing standard plumbing equipment used in water, gas, oil, sewage, fire control, steam, and refrigeration systems. They instruct, supervise, and work with a small crew of plumbers and helpers in installing and repairing pumps; troubleshooting plumbing systems; maintaining campus swimming pools; and seeing that safety rules are observed. They prepare working sketches and estimates for needed plumbing equipment and materials; prepare lists of plumbing supplies and equipment; maintain job records and prepare reports. The Plumber II may be assigned responsibility for maintaining and supervising a plumbing shop.

Some positions may be assigned water treatment duties that include monitoring, testing, and chemically treating the campus swimming pools and water supply to maintain an acceptable chlorination level.

Minimum Qualifications

Knowledge and Abilities:

- Thorough knowledge of the methods, materials, tools, and equipment used in the plumbing trades.
- General knowledge of the Safety Orders of the Division of Industrial Safety applicable to plumbing and the California State Plumbing Code.
- Ability to instruct, direct, and coordinate the assignments of a small crew.
- Ability to prepare working sketches of plumbing installations, read blueprints, and work from plans and specifications.
- Ability to estimate needed materials and job costs.
- Ability to maintain records and prepare reports.
- Ability to analyze emergency situations accurately and take prompt action.
- Ability to read and write at a level appropriate for the duties of the position.
- Ability to perform accurate arithmetic computations where required.
Classification and Qualification Standard
Plumber II

Experience

Any combination of training and experience equivalent to successful completion of a certified plumber's apprenticeship program and one year of experience as a journey-level plumber.

Special Requirements

The ability to obtain water treatment certification may be a requirement of some Plumber II positions.
The California State University System

Classification and Qualification Standards

Class Code: 6547
Date Established: 10/1/71
Date Revised: 11/1/95

Supervising Plumber

Classification Overview

Under general supervision, the Supervising Plumber is responsible for a small group of journey-level plumbers and helpers engaged in performing plumbing work on new construction projects; or is responsible for the supervision of nine to twelve skilled, semi-skilled, or unskilled employees engaged in performing plumbing work on maintenance and repair projects.

Examples of Typical Activities

Situation 1:

The Supervising Plumber supervises the work of a small crew of journey-level plumbers and helpers involved in the installation of water mains and sewer lines, pipes, valves, and fittings; setting plumbing fixtures and testing plumbing systems in new buildings or in major modifications to existing campus structures. Plumbing work on new construction and/or major modification projects is considerably more difficult than general plumbing maintenance and repair work in that the assignments typically involve more complicated plans and drawings; pose greater problems with respect to planning and coordinating the work schedule over a period of days or weeks; require more extensive planning in determining material and equipment needs; require more detailed analysis of the work operations in preparing cost estimates and require a higher level of inspection to insure that appropriate building and safety codes are met. Consequently, a greater emphasis is placed on the planning, coordinating, and inspecting functions of the work performed by the Supervising Plumber on new construction or major modification projects, than is placed on the straight supervision of subordinate employees performing general plumbing maintenance and repair work.

Situation 2:

The Supervising Plumber in this situation supervises nine to twelve journey-level plumbers, semi-skilled and/or unskilled helpers (typically students) involved in the performance of general plumbing work such as the maintenance and repair of standard plumbing equipment concerned with various utility systems on the campus, maintenance of campus swimming pools, repair of pumps, or troubleshooting plumbing systems. The Supervising Plumber assigns work and special instructions to individual members of the crew and provides on-the-job training to lesser skilled workers. The Supervising Plumber examines the work in progress and when completed to assure compliance with specifications, special instructions, and sound trade practices. Discrepancies are noted as a basis for providing additional and/or continuing instruction in the development of correct trade techniques. In this situation, the emphasis is placed on the supervisory responsibilities of the Supervising Plumber because of the relatively large number of employees involved; the fact that most of them will be semiskilled or unskilled and require special instruction or continuous training, and the need to review and inspect the work almost continuously to assure compliance with stated specifications.

Supervising Plumber ♦ 1
Classification and Qualification Standard
Supervising Plumber

In both situations, supervision received by the Supervising Plumber is general in nature. Supervising Plumbers may also serve as working supervisors and perform all of the duties of the employees supervised.

Some positions may be assigned water treatment duties that include monitoring, testing, and chemically treating the campus swimming pools and water supply to maintain an acceptable chlorination level.

Minimum Qualifications

Knowledge and Abilities:

♦ Thorough knowledge of the principles, methods, materials, tools, and equipment used in the plumbing trades.
♦ Thorough knowledge of the California State Safety Orders of the Division of Industrial Safety applicable to plumbing and to the California State Plumbing Codes.
♦ General knowledge of the principles of effective supervision.
♦ Ability to determine and coordinate staffing, material, and equipment needs of individual jobs.
♦ Ability to plan and direct the work of skilled craftworkers and semi-skilled workers.
♦ Ability to read blueprints and work from plans and specifications.
♦ Ability to analyze emergency situations accurately and take prompt and appropriate action.
♦ Ability to keep records and prepare simple reports.
♦ Ability to read and write at a level appropriate for the duties of the position.
♦ Ability to perform accurate arithmetic computations when required.

Experience

Any combination of training and experience equivalent to successful completion of a certified plumber’s apprenticeship program and two years of experience as a journey level plumber, including one year in a supervisory capacity

Special Requirements

The ability to obtain water treatment certification may be a requirement of some Supervising Plumber positions.