



Position Title: **Plumber**

Last Updated: April 2026

Reports To: Maintenance Manager

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: Calendar Year: 40 hours per week
Actual hours assigned as needed by Facilities Department
Monday through Friday-Some weekend and special event coverage as necessary; May be required to respond to urgent issues outside of regular business hours

Benefits: Full benefit eligibility
Tuition Remission Eligible - No

Summary Description:

Installing, repairing and maintaining plumbing and heating systems. To include repairing pipes, fittings, fixtures, controls, and equipment of HVAC, water, and drainage systems, conforming to local codes.

Essential Functions:

- Overall responsibility for the preventative and reactive maintenance of plumbing and HVAC systems for the campus including interaction with Building Automation Systems (BAS)
- Designs and installs plumbing and HVAC systems for small scale in house projects and small projects with outside carpentry contractors (kitchens/baths, etc.)
- Provides input to Maintenance Manager and Director of Facilities in reviewing larger scale projects done by outside contractors to ensure that systems and materials are consistent with campus standards and will be easily maintained once installed
- Physical work not limited to, but to include the following:
 - Cuts openings in walls and floors to accommodate pipe and pipe fittings; bends pipe to required angle; cuts, threads, and joins pipe
 - Assembles and installs valves, pipe fittings, and pipes composed of metals, such as cast iron, steel, brass and copper, and nonmetals, such as PEX, ABS, CPVC, and PVC
 - Installs, joins, and repairs pipes using approved methods
 - Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and other campus equipment and machinery
 - Installs, repairs and maintains all campus heating, water heating and associated control systems
 - Clears blocked drains (plunging, snaking, jetting, disassembly, etc)
 - Completes small ductwork projects
- Completes applications for plumbing and gas permits, and follow up with plumbing inspector for project sign-off
- Maintains organization and cleanliness of plumbing supply room, work vehicle and project sites in conjunction with other trades on multi-trade projects
- Maintains organization of school provided tools to ensure their performance integrity
- Performs all work in a neat, safe, energy conscious and professional manner
- Reports all equipment, system and work site safety concerns to Maintenance Manager
- Coordinates work with other tradesmen to minimize conflicts and insure timely completion of assigned tasks
- Assists other tradesman when necessary and work with other departments when assigned by the Maintenance Manager to insure the overall safety and smooth operation of the school

Additional Responsibilities:

- Participates in campus snow removal procedures when directed
- Assists with set ups for School functions as deemed necessary
- Required to wear proper uniform, consistent with department's/ school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed/assigned by the Maintenance Manager or the Director of Facilities
- Responds to off-hour maintenance emergencies as needed

Qualifications:

- Three years experience in a similar capacity preferably with direct knowledge of independent schools
- Minimum of 5 years experience installing and maintaining heating systems and devices
- Massachusetts Masters Plumbers License
- Must stay current with available products and methods of the trade
- Must be able to work on ladders, staging, scaffolding, and lifts to a height of 60 feet and work in confined spaces
- Must be able to work intuitively and independently as well as part of the Facilities team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School.
- Working knowledge of the occupation hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Must be able to read and follow instructions
- Working knowledge commercial drain chemicals and equipment
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Possess a valid driver's license
- Having a cell phone is an expectation of employment at Williston, not only for communication purposes, but also for the school's emergency protocols
- Posses a Massachusetts Hoisting License (1C Forklift/Highlift, 2B Backhoe/loader a plus)
- 2 Hour asbestos awareness training a must (Williston will provide training), 16 Hour emergency removal a plus
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Will successfully complete post offer employment physical
- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 50 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception
- Has the ability to climbs stairs, step stools, ladders, etc.
- Will have the ability to handle heavy equipment and have the ability to carry materials and equipment
- Ability to perform physical labor such as moving furniture, equipment, lifting, shoveling snow or soil, and carrying items of weight.

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.