

The Municipal Building Commission (MBC) invites applications for the position of:



## Foreperson, Master Plumber

**Salary:** \$47.59/hour

**Closing:** July 5, 2022 @ 11:59PM

**Job Type:** Full Time, Non-Exempt

**Location:** Minneapolis City Hall/Hennepin County Courthouse in downtown Minneapolis.

**The Position:** The MBC is seeking a Foreperson Master Plumber to plan, organize, assign, and participate in the work of the MBC's Plumbing Shop operations. Work involves serving as a technical expert and shop lead in planning, organizing, and directing daily work and plumbing projects in the plumbing shop.

### Job Duties and Responsibilities

- Responsible for serving as the technical expert and lead of the Plumbing Shop.
- Plan, coordinate, and perform a variety of preventive and ongoing maintenance/repair activities including fixture repair/replacement, piping, valve, and faucet repair/replacement, opening drains, and responding to emergency requests as necessary.
- Plan, complete and fully document a wide variety of plumbing projects including layout, fabrication, assembly, installation, repair, and ongoing maintenance of pipes, fitting and fixtures.
- Conduct inspections to determine items in need of repair or replacement and coordinate with the Building Operations Supervisor to plan corrective action.
- Effectively communicate work standards, protocols, job priorities, and preventative maintenance activities to the Building Operations Supervisor.
- Responsible for the complete purchasing process including obtaining pricing, creating Purchase Orders as needed, and tracking receipt of materials for final payment.
- Schedule and coordinate outside contract plumbers when needed.
- Maintains positive professional working relationships with all staff levels, customers, outside agencies, and the public.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Respond to emergency call-backs after hours, on holidays, and on weekends. This position will be required to work a rotating schedule of weekday and weekend on-call coverage.

### Need to Have:

High school diploma or equivalent.

Successful completion of an apprenticeship program approved by the State Division of Apprenticeship for Plumbers or a comparable apprenticeship.

Current status as a Master Plumber with the State of Minnesota.

City of Minneapolis Master Plumber/Gasfitter License (required within 6 months of employment).

Minimum of seven (7) total years as a plumber including:

- Minimum of four (4) years of experience performing a variety of preventive and ongoing maintenance/repair activities including fixture repair/replacement, piping, valve, and faucet repair/replacement, opening drains; AND
- Minimum of three (3) years of experience as a Journeyperson Plumber including some involving work direction of other plumbers.

**Nice to have:**

Certification to complete RPZ testing preferred.

**Crucial to Success in This Role:**

**Knowledge of:**

- Computers and software to include the use of email, Microsoft Word and Microsoft Excel.
- Standard plumbing practices and applicable plumbing codes and ordinances.

**Ability to:**

- Operate, maintain, and repair plumbing equipment, tools, supplies, and materials.
- Plan, schedule, organize and assign work to others.
- Read, interpret, and apply information/specifications from blueprints, building plans and schematics.
- Effectively communicate information both verbally and in writing to supervisor and co-workers.
- Provide outstanding customer service to both internal and external customers.
- Work in a team environment and adapt to changing conditions and situations.

**Skill in:**

- Recognizing and managing the occupational hazards and safety precautions of the trade.

**About the MBC:** The MBC has served as the steward for the historic Minneapolis City Hall and Hennepin County Courthouse (also referred to as the Municipal Building) since 1904. The MBC was created by Minnesota Statutes as an independent board for the exclusive care of the building.

**Great Benefits:** In addition to a competitive hourly rate, MBC employees receive a generous benefit package including paid time off, health and dental insurance, HRA/VEBA spending account, pension, deferred compensation, and much more.

The MBC promotes a supportive work environment through our commitment to the employee-developed **core values**:

- Integrity
- Communication
- Respect
- Teamwork
- Be a role model

**Selection Process**

- We review your minimum qualifications.
- We rate your training and experience based on application materials.
- We conduct a structured panel interview.
- References, including verification of employment and work performance, may be considered.

**Background Check**

Minneapolis Police Department and Hennepin County Sheriff's Office background checks are required for this position. Employees must achieve and maintain the background checks.

**Medical Exam**

After a conditional job offer, candidates will be required to pass a medical examination which includes a physical screening. A drug and alcohol test are part of the medical examination

**Union Representation**

This position is represented by a collective bargaining agreement between the MBC and the Minneapolis Building and Construction Trades Council, AFL-CIO.

**COVID Testing**

The MBC is concerned about the health, safety, and well-being of employees. The MBC requires regular testing for COVID-19 infection for all employees. Employees are encouraged to become fully vaccinated against COVID-19, thereby permitting employees to opt out of mandatory testing by confirming (attesting) to being fully vaccinated.

**Probationary Period**

This position will be required to serve a six (6) month probationary period.

**How to Apply**

Interested applicants should complete and submit the MBC employment application. Please submit a resume with your application. The MBC Employment application can be found here:

<http://municipalbuildingcommission.org/building-management/job-and-contracting-opportunities>