

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

Foreperson, Master Plumber

Salary: \$60.70/hour (\$56.50 plus \$1.50 for Master Premium plus \$2.70 Foreperson Premium)

Closing: Until filled

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

- Represent the Municipal Building Commission as the master plumber of record.
- 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.
- Communicate work plans to journeyperson plumber.
- Conduct inspections to determine items in need of repair or replacement and coordinate with the Facility Manager to plan corrective action.
- Effectively communicate work standards, protocols, job priorities, and preventative maintenance activities to the Facility Manager.
- 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 with Facility Manager when outside contract plumbers are 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 callbacks after hours, on holidays, and on weekends. This position could be required to work on a rotating schedule of weekday and weekend on-call coverage.

Minimum Qualifications:

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 OR verification of progress on pending Master license.

City of Minneapolis Master Plumber/Gasfitter License

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

- Minimum of five (5) years of experience performing a variety of plumbing maintenance/installs/repair activities including fixture repair/replacement, piping, valve, and faucet repair/replacement, opening drains; AND
- Minimum of two (2) years of experience as a Journeyperson Plumber including some involving work direction of other plumbers.

Crucial to Success in This Role:

Knowledge of:

- Computers and software to include the use of email using Outlook, Microsoft teams, 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 review 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 in order to stay employed.

Medical Exam

After a conditional job offer, candidates will be required to pass a medical examination which includes a physical screening. 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.

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>