

## PIPEFITTER SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
3309	Pipefitter	14	023	6 mo.	02/01/11	Rev.
1962	Pipefitter Sub-Foreman	14	023	6 mo.	02/01/11	Rev.
1828	Pipefitter Foreman	14	023	6 mo.	02/01/11	Rev.

***Promotional Lines: 108 and 109***

Series Narrative

Employees in this series perform and/or supervise skilled work in the trade of pipefitter or the special area of pipefitter welder.

DESCRIPTIONS OF LEVELS OF WORK

**Level I: Pipefitter** **3309**

Employees in this class perform skilled work in the trade of pipefitter. They work under direct supervision from a designated supervisor.

A Pipefitter typically –

1. performs duties peculiar to and normally required in the trade of pipefitter, following recognized procedures and techniques for such work
2. performs work needed to fabricate, assemble, install, or repair pipes, fittings, equipment, and related pressure vessels that must withstand high pressure by means of the oxyacetylene or electric welding process
3. makes assemblies or sub-assemblies thereof for installation by others
4. completes installations assembled by others
5. cuts and assembles such work from sketches, diagrams, detailed drawings or specifications
6. may assign and direct the work of apprentices
7. performs other related duties as assigned

**Level II: Pipefitter Sub-Foreman** **1962**

Employees at this level perform skilled work in the trade of pipefitter and assist in the supervision of work for an assigned group of pipefitters and other personnel. They work under direct supervision from a designated supervisor.

A Pipefitter Sub-Foreman typically –

1. assists the supervisor in the direction and assignment of work of pipefitters and other assigned personnel; provides training and instruction in various phases of the work performed and operation of equipment and systems
2. reviews and approves the requisition of materials/equipment by assigned employees
3. performs duties peculiar to and normally required in the trade of pipefitter, following recognized procedures and techniques for such work
4. may acts for supervisor during absences
5. assists supervisor in his/her duties which may include:
  - a. acquisition of tools, equipment, and supplies
  - b. safety procedures
  - c. inspection of work
  - d. determining personnel matters (such as job progress, schedule changes, time sheet review, and work performance)
6. performs other related duties as assigned

**Level III: Pipefitter Foreman**

**1828**

Employees in this class supervise the work of pipefitters, temperature control mechanics, refrigeration mechanics, or other assigned personnel. They work under general supervision from a designated supervisor.

A Pipefitter Foreman typically –

1. directs, coordinates, and supervises the work of pipefitters or other designated staff such as temperature control mechanics and refrigeration mechanics; responsible for controlling work flow, tools, equipment, and materials used on the job and information necessary for the accomplishment of work assignments
2. reviews and approves the requisition of materials/equipment by assigned employees
3. participates in the management of personnel matters/activities
  - a. selection/hiring of employees
  - b. planning and conducting training programs for assigned employees or staff
  - c. evaluation and counseling of employee work performance; initiates disciplinary action as necessary
  - d. time card/sheets and leave approval
4. works closely with project coordinates, administration, and/or other related staff to determine and coordinate projects, estimating and controlling craft-related project costs, operational needs, etc.

5. may perform duties peculiar to and normally required in the trade of pipefitter, following recognized procedures and techniques for such work
6. maintains records
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Pipefitter**

**3309**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Certificate of completion of apprenticeship as a Pipefitter under a registered Bureau of Apprenticeship and Training program.

OR

- (B) Experience sufficient to qualify as a journeyman Pipefitter, with a minimum of five (5) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training. The trade for this purpose shall include work normally performed by Pipefitters, Pipefitter Welders, Refrigeration Mechanics, Temperature Control Mechanics, Oil Burner Mechanics, and Leadburners.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge and ability to perform manual labor or mechanical operations (construction, installation, repair, and maintenance) customarily performed by pipefitters
2. Ability to effectively communicate information and instructions verbally and in writing
3. Ability to understand written instructions
4. Ability to independently interact with clients and the public in a friendly, positive manner to achieve customer satisfaction including effectively resolving customer concerns

**Level II: Pipefitter Sub-Foreman**

**1962**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Certificate of completion of apprenticeship as a Pipefitter under a registered Bureau of Apprenticeship and Training program **AND** two (2) years of applicable experience.

OR

- (B) Experience sufficient to qualify as a journeyman Pipefitter, with a minimum of seven (7) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training. The trade for this purpose shall include work normally

performed by Pipefitters, Pipefitter Welders, Refrigeration Mechanics, Temperature Control Mechanics, Oil Burner Mechanics, and Leadburners.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge and ability to perform manual labor or mechanical operations (construction, installation, repair, and maintenance) customarily performed by pipefitters
2. Supervisory ability
3. Ability to effectively communicate information and instructions verbally and in writing
4. Ability to understand written instructions
5. Ability to independently interact with clients and the public in a friendly, positive manner to achieve customer satisfaction including effectively resolving customer concerns
6. Ability to use basic computer applications and learn appropriate or specialized software programs as related to position

**Level III: Pipefitter Foreman**

**1828**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Certificate of completion of apprenticeship as a Pipefitter under a registered Bureau of Apprenticeship and Training program **AND** four (4) years of applicable experience.

OR

- (B) Experience sufficient to qualify as a journeyman Pipefitter, with a minimum of nine (9) years of actual work in the trade, which may have included apprenticeship and/or applicable vocational training. The trade for this purpose shall include work normally performed by Pipefitters, Pipefitter Welders, Refrigeration Mechanics, Temperature Control Mechanics, Oil Burner Mechanics, and Leadburners.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge and ability to perform manual labor or mechanical operations (construction, installation, repair, and maintenance) customarily performed by pipefitters
2. Ability to supervise assigned staff effectively
3. Ability to effectively communicate information and instructions verbally and in writing
4. Ability to understand written instructions

5. Ability to independently interact with clients and the public in a friendly, positive manner to achieve customer satisfaction including effectively resolving customer concerns
6. Ability to use basic computer applications and learn appropriate or specialized software programs as related to position