**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 **Position Title :** Plumber

1.2 **Position Level :** Position Level12/13

1.3 **Occupational Group :** Administrative & Technical

1.4 **College/OVC** : Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION**

2.1 Maintain the flow and drainage of water, air, and other gases by assembling, installing, and repairing pipes, fittings, and plumbing fixtures.

2.2 Maintain and provide for the safe condition and operation of all plumbing systems in college facilities.

2.3 Install, maintain and repair pipes and fixtures associated with water distribution in residential and other structures.

2.4 Fix domestic appliances; inspect plumbing systems for compliance with local regulations.

**3. GENERAL ROLES & RESPONSIBILITIES**

* 1. Install pipes and fixtures, such as sinks and toilets, for water, gas, steam, or other liquids
  2. Assemble fittings and valves for installation.
  3. Analyse problem and identify appropriate tools and materials for repair.
  4. Writes report documenting the problem and summary of actions taken.
  5. Performs inspections of plumbing systems to identify and replace worn parts
  6. Carry out any other task that may be assigned from time to time

**4. SPECIFIC ROLES AND RESPONSIBILITIES**

* 1. Installing, maintaining and repairing pipe including joins, valves, drains and fixtures in all types of structures
  2. inspection for the first time
  3. Keeping and maintaining records of time spent on a job and materials purchased for the work
  4. Responding to plumbing emergencies, determining the issue and making a repair
  5. Performing regular maintenance of plumbing systems to prevent emergencies

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS***:*

* 1. **Education:** Class-X with 2 years Certificate (VTI) OR Class-XII with Certificate
  2. **Experience:** Experience will be an added advantage for short-listing purpose.
  3. **Knowledge, skills and abilities requirements**
     1. Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT.
     2. Knowledge of rules and regulations pertaining to the area of work.
     3. Good communication skills in written as well as spoken at least in Dzongkha and English.
     4. Ability to organise information and maintain up-to-date information for administrative and management purposes.
     5. Ability to be courteous and able to handle matters in short notice.
     6. High level of knowledge in the area of responsibilities.
     7. Good inter-personal skills to garner support from relevant officials.
     8. [Strong communication](https://www.thebalancecareers.com/communication-skills-list-2063737) and [customer service skills](https://www.thebalancecareers.com/customer-service-skills-list-2062380).