

## PLUMBING/MECHANICAL TRADES BOARD CHAIRPERSON

DISTINGUISHING FEATURES OF THE CLASS: The Chairperson of the Putnam County Plumbing/Mechanical Trades Board is responsible for ensuring the effective and efficient operation of the Putnam County Plumbing/Mechanical Trades Board. Work is performed under the general supervision of the County Executive. Supervision and/or direction is exercised over code enforcement and clerical staff. Backup supervisory responsibility is exercised over the clerical staff of the Putnam County Electrical Board. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees the operation of the Putnam County Plumbing/Mechanical Trades Board in accordance with the Putnam County Charter, the Mechanical Rules & Regulations of the Putnam County Plumbing/Mechanical Board, and all applicable laws, regulations and rules;

Calls monthly and special meetings of the Putnam County Plumbing/Mechanical Board;

Conducts the day to day business of the Plumbing/Mechanical Trades Board;

Issues such documents as licenses, renewals, violation notices, and appearance letters;

Supervises the staff of the Plumbing/Mechanical Trades Board, or acts as backup supervisor to the staff of the Putnam County Electrical Board;

Attends Legislative Rules Committee Meetings, as directed;

Conducts field visits relative to the work of the Plumbing/Mechanical Trades Board;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of New York State and Putnam County Plumbing licensing laws; thorough knowledge of the practices, techniques, terminology and tools used by plumbing; thorough knowledge of the New York State Open Meetings Law; sound professional judgment; ability to communicate effectively, both orally and in writing; integrity; resourcefulness; tact; courtesy.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, and graduation from a recognized trade school or college in addition to ten (10) years experience as a Master in specific trade, four (4) of which must have been at a management or supervisory level, or four (4) years of which must have involved building inspection and code enforcement.

SPECIAL REQUIREMENT: The incumbent of this position must be a Putnam County Licensed Plumber, and must meet the requirements for Putnam County Plumbing/Mechanical Trades Board membership as contained in the Putnam County Charter at Section 190-7.