



**SULLIVAN MECHANICAL CONTRACTORS, INC.**

**Job Description**

**Plumbing / Mechanical Pipe  
Superintendent**

**Date:** August 10, 2022  
**Department:** Plumbing and Mechanical Piping  
**Job Reports To:** Project Manager

**Job Summary**

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Manage an entire job with multiple mechanic/helper crews working under them.

**Major Responsibilities/Activities** *(List in order of importance the essential functions of the job)*

1. Read and understand blueprints, specs, and codes.
2. Determine starting point from blueprints
3. Take field measurements and communicate what is required with Crews, General Contractor, and Project Manager as needed
4. Must have the ability to supervise and productively work at least 5 employees or crews.
5. Rig and hoist all types of equipment
6. Track and report employee's hours worked to the payroll department on a weekly basis
7. Must be able to coordinate daily schedules with Project Manager
8. Attend weekly sub-contractor meetings as required.

**Minimum Requirements** *(Include education, experience, special skills and licenses or certifications required.)*

Must have minimum tools as listed below

Must be able to read a tape measure

Must be able to follow instructions

Responsible for placing tools in gang box at end of each work day

Must be able to safely operate all power tools

Must know all Plumbing terminology

Must have good communication skills – both verbal and written

**Essential Mental Functions**

Must have a positive attitude

Must be dependable

Must be responsible

**Essential Physical Functions**

Must be able to climb ladder and work from height

Must be able to lift up to 50 lbs.

**Safety Equipment Required**

Gloves\*

Safety Glasses\*

Hard Hat\*

Safety Vest\*

\* Supplied by Sullivan

**Tools Required**

Tape Measure  
Screw Driver  
6" Adjustable Wrench  
8" Adjustable Wrench  
Utility Knife  
Pencil  
Tool Box/Bucket  
Torpedo Level  
Channel Locks  
(2) 14" Pipe Wrench  
(2) 18" Pipe Wrench

#15 Tubing Cutter  
#20 Tubing Cutter  
Hammer  
5/16" Nut Driver  
No Hub Band Wrench  
2' Level  
4' Level  
Tin Snips  
Pretolite Torch Kit  
Open/Box End Wrenches  
Vice Grips

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*



## SULLIVAN MECHANICAL CONTRACTORS, INC.

### Job Description

## Plumbing / Mechanical Pipe

### 1st Class Mechanic

**Date:** August 10, 2022  
**Department:** Plumbing and Mechanical Piping  
**Job Reports To:** Job Superintendent

#### Job Summary

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Manage a specified number of helpers and tools.

#### Major Responsibilities/Activities *(List in order of importance the essential functions of the job)*

1. Review blueprints and specifications to determine work details and procedures
2. Determine what specific equipment or fixture installs at each noted location and prepare for installation of same
3. Have ability to install all types of plumbing and mechanical piping
4. Determine the tools necessary to accomplish the job
5. Must have the ability to supervise and work at least 3 helpers
6. Must be able to properly store job materials
7. Assemble pipe sections, tubing and fittings, using couplings, screws, bolts, plastic solvent, caulking, soldering, and brazing etc..
8. Fill pipes, fixtures, or mechanical equipment with water or air and observe pressure gauges to detect and locate leaks
9. Locate and mark the position of pipe installations, connections, sleeves, equipment and fixtures in structures, using measuring instruments such as tape measurers, levels, or lasers
10. Measure, cut, and thread pipe to required dimension, using hand and power tools or machines such as pipe cutters and pipe-threading machines
11. Install pipe assemblies, fittings, valves, appliances, mechanical equipment, and fixtures, using hand and power tools
12. Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools
13. Install hangers on ceiling joists or from ceiling slabs to route pipes overhead
14. Install plumbing and mechanical piping systems under slab and extend piping to connect plumbing and mechanical equipment or fixtures

#### Minimum Requirements *(Include education, experience, special skills and licenses or certifications required.)*

High School Diploma Graduates (preferred but not required)

Must have minimum tools as listed below

Must be able to read a tape measure

Must be able to follow instructions

Responsible for placing tools in gang box at end of each work day

Must be able to safely operate man lifts and all power tools

Must know all plumbing terminology

**Essential Mental Functions**

Must have a positive attitude  
Must be dependable  
Must be able to follow directions

**Essential Physical Functions**

Must be able to climb ladder and work from heights  
Must be able to lift up to 50lbs.

**Safety Equipment Required**

Gloves\*

Safety Glasses\*

Hard Hat\*

Safety Vest\*

\* Supplied by Sullivan

**Tools Required**

Tape Measure

Screw Driver

6" Adjustable Wrench

8" Adjustable Wrench

Utility Knife

Pencil

Tool Box/Bucket

Folding Rule

Torpedo Level

Channel Locks

(2) 14" Pipe Wrench

(2) 18" Pipe Wrench

#15 Tubing Cutter

#20 Tubing Cutter

Hammer

5/16" Nut Driver

No Hub Band Wrench

2' Level

Tin Snips

Pretolite Torch Kit

Open/Box End Wrenches

Vice Grips

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*



**SULLIVAN MECHANICAL CONTRACTORS, INC.**

**Job Description**

**Plumbing / Mechanical Pipe**

**2nd Class Mechanic**

**Date:** August 10, 2022  
**Department:** Plumbing and Mechanical Pipe  
**Job Reports To:** Job Superintendent

**Job Summary**

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Manage a specified number of helpers and tools.

**Major Responsibilities/Activities** (*List in order of importance the essential functions of the job*)

1. Review blueprints and specifications to determine work details and procedures
2. Determine what specific equipment or fixture installs at each noted location and prepare for installation of same
3. Have ability to install all types of plumbing and mechanical piping
4. Determine the tools necessary to accomplish the job
5. Must have the ability to supervise and work at least 1 helper
6. Must be able to properly store job materials
7. Assemble pipe sections, tubing and fittings, using couplings, screws, bolts, plastic solvent, caulking, soldering, and brazing etc..
8. Fill pipes, fixtures, or mechanical equipment with water or air and observe pressure gauges to detect and locate leaks
9. Locate and mark the position of pipe installations, connections, sleeves, equipment and fixtures in structures, using measuring instruments such as tape measurers, levels, or lasers
10. Measure, cut, and thread pipe to required dimension, using hand and power tools or machines such as pipe cutters and pipe-threading machines
11. Install pipe assemblies, fittings, valves, appliances, mechanical equipment, and fixtures, using hand and power tools
12. Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools
13. Install hangers on ceiling joists or from ceiling slabs to route pipes overhead
14. Install plumbing and mechanical piping systems under slab and extend piping to connect plumbing and mechanical equipment or fixtures

**Minimum Requirements**

High School Diploma Graduates (preferred but not required)

Must have minimum tools as listed below

Must be able to read a tape measure

Must be able to follow instructions

Responsible for placing tools in gang box at end of each work day

Must be able to safely operate man lifts and all power tools

Must know all plumbing terminology

**Essential Mental Functions**

Must have a positive attitude  
Must be dependable

**Essential Physical Functions**

Must be able to climb ladders and work from height  
Must be able to lift up to 50 lbs.

**Safety Equipment Required**

Gloves\*

Safety Glasses\*

Hard Hat\*

Safety Vest\*

\* Supplied by Sullivan

**Tools Required**

Tape Measure

Screw Driver

6" Adjustable Wrench

8" Adjustable Wrench

Utility Knife

Pencil

Tool Box/Bucket

Folding Rule

Torpedo Level

Channel Locks

14" Pipe Wrench

18" Pipe Wrench

#15 Tubing Cutter

2 lb. Hammer

5/16" Nut Driver

No Hub Band Wrench

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*



**SULLIVAN MECHANICAL CONTRACTORS, INC.**

**Job Description**

**Plumbing / Mechanical Pipe**

**1st Class Helper**

**Date:** August 10, 2022  
**Department:** Plumbing and Mechanical Pipe  
**Job Reports To:** Job Supervisor / Piping Mechanic

**Job Summary**

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. Keep work areas in clean/organized condition. May assist other craft workers as assigned.

**Major Responsibilities/Activities** (*List in order of importance the essential functions of the job*)

1. Assemble pipe sections, tubing and fittings, using couplings, screws, bolts, plastic solvent, caulking, soldering, and brazing etc.
2. Fill pipes, fixtures, or mechanical equipment with water or air and observe pressure gauges to detect and locate leaks
3. Review blueprints and specifications to determine work details and procedures
4. Locate and mark the position of pipe installations, connections, sleeves, equipment, and fixtures in structures, using measuring instruments such as tape measurers, levels, or lasers
5. Measure, cut, and thread, required dimension, using hand and power tools or machines such as pipe cutters and pipe-threading machines
6. Install pipe assemblies, fittings, valves, appliances, mechanical equipment, and fixtures using hand and power tools
7. Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools
8. Install hangers on ceiling joists or from ceiling slabs to route pipes overhead
9. Install plumbing and mechanical piping systems under slab and extend piping to connect plumbing and mechanical equipment or fixtures
10. Keep work areas clean of debris

**Minimum Requirements**

High School Diploma Graduates (preferred but not required)  
Must have minimum tools as listed below  
Must be able to read a tape measure  
Must be able to follow instructions  
Responsible for placing tools in gang box at end of each workday  
Must be able to safely operate man lifts and all power tools  
Must know all plumbing terminology

**Essential Mental Functions**

Must have a positive attitude  
Must be dependable  
Must be able to follow directions

**Essential Physical Functions**

Must be able to climb ladder and work from heights  
Must be able to lift up to 50 lbs.

**Safety Equipment Required**

Gloves\*

Safety Glasses\*

Hard Hat\*

Safety Vest\*

\* Supplied by Sullivan

**Tools Required**

Tape Measure

Screw Driver

6" Adjustable Wrench

Utility Knife

Pencil

Tool Box/Bucket

Folding Rule

Torpedo Level

Channel Locks

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*





**SULLIVAN MECHANICAL CONTRACTORS, INC.**

**Job Description**

**Plumbing / Mechanical Pipe**

**2nd Class Helper**

**Date:** August 10, 2022  
**Department:** Plumbing and Mechanical Pipe  
**Job Reports To:** Job Superintendent / Piping Mechanic

**Job Summary**

Perform tasks involving physical labor at construction projects. May operate a variety of hand and power tools. May clean and prepare sites, clean up rubble and debris and remove waste materials. May assist other craft workers as assigned.

**Major Responsibilities/Activities** *(List in order of importance the essential functions of the job)*

1. Assemble pipe sections, tubing and fittings, using couplings, screws, bolts, plastic solvent, caulking, soldering, and brazing etc.
2. Fill pipes, fixtures, or mechanical equipment with water or air and observe pressure gauges to detect and locate leaks
3. Locate and mark the position of pipe installations, connections, sleeves, equipment, and fixtures in structures, using measuring instruments such as tape measurers, levels, or lasers
4. Measure, cut, and thread, required dimension, using hand and power tools or machines such as pipe cutters and pipe-threading machines
5. Install pipe assemblies, fittings, valves, appliances, mechanical equipment, and fixtures using hand and power tools
6. Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools
7. Install hangers on ceiling joists or from ceiling slabs to route pipes overhead
8. Keep work area clean of all debris

**Minimum Requirements** *(Include education, experience, special skills and licenses or certifications required.)*

High School Diploma Graduates (preferred but not required)

Must have minimum tools as listed below

Must be able to read a tape measure

**Essential Mental Functions**

Must have a positive attitude

Must be dependable

Must be able to follow directions

**Essential Physical Functions**

Must be able to climb ladder and work from heights

Must be able to lift up to 50 lbs.

**Tools Required**

Tape Measure

Screw Driver

6" Adjustable Wrench

**Safety Equipment Required**

Gloves\*

Safety Glasses\*

Hard Hat\*

Safety Vest\*

\* Supplied by Sullivan

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*