



OUR VISION

Our vision is to expand wisely and selflessly, never losing the personal touch we started with. Through a progressive and calculated approach, we will search for and implement process improvements, which will trickle down into our customer and team members pocket.

OUR CORE VALUES

- Willing and Eager to Learn
- Maintains a Positive "Can Do" Attitude
- Dependable and On Time (5 - 10 minutes early is our "On Time")
- Ability to Adapt to Change
- Professional, Articulate and Well Mannered
- Honest, Courteous and Helpful
- Active Listener
- Sense of Humor ☺

REQUIREMENTS FOR ALL POSITIONS

1. Able to pass a pre-employment drug test in accordance with the employment laws of the State of Florida
2. Valid Drivers License
3. Transportation to and from work/job site
4. Able to abide by safety rules
5. Willing to take direction and perform duties as requested in a timely manner
6. Not afraid to ask questions when the solution is uncertain
7. Embraces and adapts to frequent changes in a fast paced environment

PAY INCREASE & BONUS INCENTIVE

All positions have a 90-day probation period. At the end of the probation period, management will evaluate performance. Pay is subject to change based on performance. A one-time bonus will be paid out if the selected candidate demonstrates exceptional performance on the job and has minimal attendance issues.

JOB DESCRIPTIONS

- Master Plumber/Project Manager aka "The Enforcer"
- Master Plumber aka "The Guru"
- Apprentice Plumber aka "The Tyro"
- Full Time Plumbing Helper aka "The Grasshopper"
- Part Time Plumbing Helper aka "The Grom"
- Office/Project Coordinator aka "The Smooth Operator"
- Intern/ Assistant aka "The Sidekick"

New Hire Signature: _____

Date: _____

JOB TITLE: MASTER PLUMBER/PROJECT MANAGER

AKA: "The Enforcer"



6110 Powers Ave, Unit 7
Jacksonville, FL 32217

Fax Online Application & Resume To: (904) 570-9450

OF HOURS: Full Time (32-40 hours per week)

WAGE RATE: Dependent on Experience

The Master Plumber/Project Manager is a professional charged with maintaining the smooth operations of the workday for the employees out in the field. The MPPM will do this through tasks of preparation and communication further described below. Ultimately, the MPPM will liaison to owners of company and work with and provide support to the employees in the field.

Summary of Essential Job Functions and Responsibilities

- Develop and manage multiple project logistics and construction scheduling
- Monitor and track construction deficiencies, mistakes made by employees, and determine plans to avoid same errors in future work.
- Maintain inventory of plumbing parts in both the shop and vans, and oversee employees' use of inventory system
- Plan parts and materials (including type and size of pipe) to be used for future jobs, and troubleshoot to prepare for all potential situations in order to have the parts ready for the employees to be used on the job in advance
- Communicate the progress plan and the progress goals with the owners and employees working on the job in order to stick to the schedule needed
- Coordinate and oversee multiple projects; prioritize projects and maintain accurate progress records and timely invoicing with staff
- Ability to consistently perform work in accordance with company vision and core values, making impactful contributions to process improvements which will benefit company, customer and team

Minimum Skill Required

- Positive, driven attitude with professional demeanor.
- Willingness to receive and respond to constructive criticism and feedback in order to improve
- Ability to work and **communicate effectively**, giving direction as needed, as a team and be a team player
- Creativity to grow the company and contribute with ideas about how to improve processes and procedures
- Proven leadership and communication experience, including writing, spelling, grammatical.
- Self-starter, requires minimal follow up after assigned a task, delivering results in a timely fashion
- Ability to follow company mandated procedures, including but not limited to operational and safety procedures
- Flexible and willing to handle tasks assigned that are not necessarily "trade" specific

Preferred Skill

- 8-10 years experience in the plumbing trade
- Degree/license in the plumbing trade
- Read blueprints and drawings to determine exact specifications and where plumbing system will be installed
- Knowledge in Building Codes - ensure systems meet all standards of building codes and safety
- Knowledge in using technology such as smart phones, Word, Excel, email, etc

JOB TITLE: Master Plumber

AKA: "The Guru"



6110 Powers Ave, Unit 7

Jacksonville, FL 32217

Fax Online Application & Resume To: (904) 570-9450

OF HOURS: Full Time (32-40 hours per week)

WAGE RATE: Dependent on Experience

The Master Plumber is a professional charged with maintaining the smooth operations of the workday for the employees out in the field. The Master Plumber is responsible for supervising residential and commercial projects and work orders.

Summary of Essential Job Functions and Responsibilities

- Lead in installing and maintaining plumbing systems.
- Cut openings in structures in preparation for pipes.
- Determine water supply networks and waste drainage systems.
- Coordinate with project manager on installation.
- Install systems used to transport water, waste, gases, or liquids.
- Select all materials needed for installation, including type and size of pipe.
- Install supports and hangers for pipe, fixtures and equipment.
- Assemble and install valves and fittings.
- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Install other plumbing equipment, such as sinks, tubs, toilets, water heaters, appliances, and trim.
- Measure, cut, thread, and bend pipe to required angle
- Observe pressure gauges to fix leaks.
- Test pipe systems and fix leaks.
- Repair and maintain water treatment equipment.
- Perform scheduled maintenance.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grade.

Minimum Skill Required

- 5 – 10 years experience in plumbing trade
- Ability to **TAKE** direction from management, ability to **GIVE** direction if assigned as lead on job site
- Ability to follow company mandated procedures
- Ability to handle physical workload
- Flexible and willing to handle tasks assigned that are not necessarily "trade" specific
- **STRONG** troubleshooting and critical thinking skills
- Excellent written and verbal communication skills
- Driver Position - Valid Drivers License Required
- Able to follow through with tasks in a timely manner
- Able to solve problems AND not afraid to ask questions when the solution is uncertain

Preferred Skill

- Able to read blueprints and layout job site according to plans
- Educated on legislation and policies regarding systems & keeping them up to code
- Knowledgeable on standards of building codes and safety

Typical Physical Demands

- Exposure to extreme weather conditions, both hot and cold
- Crawling in small spaces while working with hands
- On feet throughout day with limited sit time
- Able to lift 50lbs or more at a time, lifting heavy fixtures such as toilets/bathtubs/dishwashers/etc
- Climbing up and down ladders with exposure to rooftops
- Upper/lower body movement required for digging trenches
- Chipping concrete with heavy commercial equipment
- Hand/eye coordination

Equipment to be Used

- Cell Phone & iPad
- Jackhammer
- Concrete Mixer
- Drain Cleaning Machine
- Small Hand Tools
- Electric Hand Tools
- Ladders
- Shovels
- Sledge Hammer
- Chipping Hammer

JOB TITLE: **Apprentice Plumber**

AKA: "The Tyro"



OF HOURS: Full Time (32-40 hours per week)
WAGE RATE: Dependent on Experience

6110 Powers Ave, Unit 7
Jacksonville, FL 32217

Fax Online Application & Resume To: (904) 570-9450

The Apprentice Plumber is a professional charged with assisting in maintaining the smooth operations of the workday for the employees out in the field. The Apprentice Plumber is responsible for assisting in supervising residential and commercial projects. The Apprentice Plumber helps to lead the team in installing, repairing, and maintaining pipes used for water distribution and wastewater disposal.

Summary of Essential Job Functions and Responsibilities

- Lead in installing and maintaining plumbing systems.
- Cut openings in structures in preparation for pipes.
- Determine water supply networks and waste drainage systems.
- Install systems used to transport water, waste, gases, or liquids.
- Install supports and hangers for pipe, fixtures and equipment.
- Assemble and install valves and fittings.
- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Install other plumbing equipment, such as sinks, tubs, toilets, water heaters, appliances, and trim.
- Measure, cut, thread, and bend pipe to required angle.
- Observe pressure gauges to fix leaks.
- Test pipe systems and fix leaks.
- Repair and maintain water treatment equipment.
- Perform scheduled maintenance.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grade.
- Ensure systems meet all standards of building codes and safety.
- Adhere to safety policies and procedures.

Minimum Skill Required

- 3 – 8 years experience in plumbing trade
- Ability to **TAKE** direction from management, ability to **GIVE** direction if assigned as lead on job site
- Ability to follow company mandated procedures
- Ability to handle physical workload
- Flexible and willing to handle tasks assigned that are not necessarily "trade" specific
- **STRONG** troubleshooting and critical thinking skills
- Excellent written and verbal communication skills
- Floater Driver Position - Valid Drivers License Required
- Able to follow through with tasks in a timely manner
- Able to solve problems AND not afraid to ask questions when the solution is uncertain

Typical Physical Demands

- Exposure to extreme weather conditions, both hot and cold
- Crawling in small spaces while working with hands
- On feet throughout day with limited sit time
- Able to lift 50lbs or more at a time, lifting heavy fixtures such as toilets/bathtubs/dishwashers/etc
- Climbing up and down ladders with exposure to rooftops
- Upper/lower body movement required for digging trenches
- Chipping concrete with heavy commercial equipment
- Hand/eye coordination

Equipment to be Used

- Cell Phone & iPad
- Jackhammer
- Concrete Mixer
- Drain Cleaning Machine
- Small Hand Tools
- Electric Hand Tools
- Concrete Mixer
- Ladders
- Shovels
- Chipping Hammer
- Sledge Hammer

JOB TITLE: FT Plumbing Helper

AKA: "The Grasshopper"

OF HOURS: Full Time (32-40 hours per week)

WAGE RATE: Dependent on Experience



6110 Powers Ave, Unit 7

Jacksonville, FL 32217

Fax Online Application & Resume To: (904) 570-9450

This position is responsible for assisting the plumbers in the field with residential/commercial projects and service calls. We are seeking individuals who are interested in learning the plumbing trade and growing with our team. We are committed to teaching you the skills you need and putting you on a path to success!

Summary of Essential Job Functions and Responsibilities

- Basic Assistance: complete requested tasks such as grabbing materials from van, picking up materials from supply house, digging trench drains, etc
- Assist in installing and maintaining plumbing systems.
- Cut openings in structures in preparation for pipes.
- Coordinate with project manager on installation.
- Install systems used to transport water, waste, gases, or liquids.
- Select all materials needed for installation, including type and size of pipe.
- Install supports and hangers for pipe, fixtures and equipment.
- Assemble and install valves and fittings.
- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Install other plumbing equipment, such as sinks, tubs, toilets, water heaters, appliances, and trim.
- Measure, cut, thread, and bend pipe to required angle.
- Observe pressure gauges to fix leaks.
- Test pipe systems and fix leaks.
- Repair and maintain water treatment equipment.
- Assist in scheduled maintenance.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grade.

Minimum Skill Required

- Able to work with hands and unlimited body movement
- Able to work in confined spaces at certain heights
- Able to solve problems AND not afraid to ask questions when the solution is uncertain
- Able to **TAKE** direction from management or job site lead
- Flexible and willing to handle tasks assigned that are not necessarily "trade" specific
- Interested in working with your hands and not overwhelmed by intense manual labor

Preferred Skill

- Previous experience in plumbing trade or construction industry

Typical Physical Demands

- Exposure to extreme weather conditions, both hot and cold
- Crawling in small spaces while working with hands
- On feet throughout day with limited sit time
- Able to lift 50lbs or more at a time, lifting heavy fixtures such as toilets/bathtubs/dishwashers/etc
- Climbing up and down ladders with exposure to rooftops
- Upper/lower body movement required for digging trenches
- Chipping concrete with heavy commercial equipment
- Hand/eye coordination

Equipment to be Used

- Jackhammer
- Concrete Mixer
- Drain Cleaning Machine
- Small Hand Tools
- Electric Hand Tools
- Concrete Mixer
- Ladders
- Shovels
- Chipping Hammer
- Sledge Hammer

Job Title: PT Plumbing Helper

AKA: "The Grom"



OF HOURS: Part Time (15-25 hours per week)
WAGE RATE: Dependent on Experience

6110 Powers Ave, Unit 7
Jacksonville, FL 32217
Fax Online Application & Resume To: (904) 570-9450

This position is responsible for assisting the plumbers in the field with residential/commercial projects and service calls. We are seeking individuals who are interested in learning the plumbing trade and growing with our team. We are committed to teaching you the skills you need and putting you on a path to success!

Summary of Essential Job Functions and Responsibilities

- Basic Assistance: complete requested tasks such as grabbing materials from van, picking up materials from supply house, digging trench drains, etc
- Assist in installing and maintaining plumbing systems.
- Cut openings in structures in preparation for pipes.
- Coordinate with project manager on installation.
- Install systems used to transport water, waste, gases, or liquids.
- Select all materials needed for installation, including type and size of pipe.
- Install supports and hangers for pipe, fixtures and equipment.
- Assemble and install valves and fittings.
- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Install other plumbing equipment, such as sinks, tubs, toilets, water heaters, appliances, and trim.
- Measure, cut, thread, and bend pipe to required angle.
- Observe pressure gauges to fix leaks.
- Test pipe systems and fix leaks.
- Repair and maintain water treatment equipment.
- Assist in scheduled maintenance.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grade.

Minimum Skill Required

- Able to work with hands and unlimited body movement
- Able to work in confined spaces at certain heights
- Able to solve problems AND not afraid to ask questions when the solution is uncertain
- Able to **TAKE** direction from management or job site lead
- Flexible and willing to handle tasks assigned that are not necessarily "trade" specific
- Interested in working with your hands and not overwhelmed by intense manual labor

Preferred Skill

- Previous experience in construction industry

Typical Physical Demands

- Exposure to extreme weather conditions, both hot and cold
- Crawling in small spaces while working with hands
- On feet throughout day with limited sit time
- Able to lift 50lbs or more at a time, lifting heavy fixtures such as toilets/bathtubs/dishwashers/etc
- Climbing up and down ladders with exposure to rooftops
- Upper/lower body movement required for digging trenches
- Chipping concrete with heavy commercial equipment
- Hand/eye coordination

Equipment to be Used

- Jackhammer
- Concrete Mixer
- Drain Cleaning Machine
- Small Hand Tools
- Electric Hand Tools
- Concrete Mixer
- Ladders
- Shovels
- Chipping Hammer
- Sledge Hammer

JOB TITLE: Office/Project Coordinator **AKA: "The Smooth Operator"**

OF HOURS: Full Time (up to 40 hours/wk)
WAGE RATE: Dependent on Experience



6110 Powers Ave, Unit 7
Jacksonville, FL 32217

Fax Online Application & Resume To: (904) 570-9450

The Office/Project Coordinator is an organized, communicative professional charged with assisting in the smooth operations of the workday for the employees out in the field, from the space in the office. The Office/Project Coordinator will do this through tasks of preparation and communication further described below. Ultimately, the Office Coordinator will work with the owners of the company, in order to promote an organized, fast-paced flow for the company, while helping to manage customer concerns and assist the plumbers in the field.

Summary of Essential Job Functions and Responsibilities

- Answer the phone; take notes, and organize/respond to messages in a way that meets the needs of the customer, contractor, or other client, and also the needs of the plumbers and the company.
- Screen calls based on the severity/nature of the call.
- Act as a communication liaison between clients and plumbers, optimizing productivity by providing routes, updating schedules, and prioritizing jobs in the process.
- Maintain supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Create / Schedule Work Orders (enter customer / work order info in computer system).
- Answer incoming calls from customers related to service, billing, and work to resolve their concerns efficiently and effectively.
- Dispatch, schedule, and close out service requests.
- Prepare paperwork and obtaining prior repair approval for certain service calls.
- Work closely with owners, consistently updating them on supply needs, customer needs, and areas of improvement for the company.
- Perform Clerical Duties (typing, proofreading, faxing, filing, photocopying, collating, etc.).
- Assist with multiple project logistics and construction scheduling.
- Monitor and track construction deficiencies, mistakes made by employees, and assist with rolling out plans to avoid same errors in future work.
- Maintain inventory of plumbing parts in both the shop and vans, and assist employees' use of inventory system in the field.
- Pull parts from inventory and place orders to suppliers in advance to be ready for plumbers to be used on the job.
- Coordinate and oversee multiple project projects.
- Ability to consistently perform work in accordance with company vision and core values.

Minimum Skills Required

- Positive, driven attitude with professional demeanor
- Willingness to receive and respond to constructive criticism and feedback in order to improve
- Excellent customer service skills
- Ability to multitask
- Ability to work and communicate effectively as a team and be a team player
- Creativity to grow the company and contribute with ideas about how to improve processes and procedures
- Proven leadership and communication experience, including writing, spelling, grammatical, and verbal
- Self-starter, requires minimal follow up after assigned a task, delivering results in a timely fashion
- Quick learner and embraces change in fast paced environment

Preferred Skills

- Experience or a degree in a construction related field
- Experience as an office or administrative assistant
- Knowledge in using technology such as smart phones, Word, Excel, email, etc.

JOB TITLE: Intern/Assistant

AKA: "The Sidekick"

OF HOURS: Full Time (up to 40 hours/wk)

WAGE RATE: Dependent on Experience



6110 Powers Ave, Unit 7

Jacksonville, FL 32217

Fax Online Application & Resume To: (904) 570-9450

The Intern/Assistant is an organized, communicative professional charged with assisting in the smooth operations of the workday for the employees out in the field, from the space in the office. The Intern/Assistant will do this through tasks of preparation and communication further described below. Ultimately, the Intern/Assistant will work with the owners of the company, in order to promote an organized, fast-paced flow for the company, while helping to manage customer concerns and assist the plumbers in the field.

Summary of Essential Job Functions and Responsibilities

- Perform Clerical Duties (typing, proofreading, faxing, filing, photocopying, collating, etc.).
- Answer the phone; take notes, and organize/respond to messages in a way that meets the needs of the customer, contractor, or other client, and also the needs of the plumbers and the company.
- Screen calls based on the severity/nature of the call.
- Maintain supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Create / Schedule Work Orders (enter customer / work order info in computer system).
- Answer incoming calls from customers and work with office staff to resolve their concerns efficiently and effectively.
- Dispatch, schedule, and close out service requests.
- Maintain inventory of plumbing parts in both the shop and vans
- Pull parts from inventory and place orders to suppliers in advance to be ready for plumbers to be used on the job.
- Ability to consistently perform work in accordance with company vision and core values.

Minimum Skills Required

- Positive, driven attitude with professional demeanor
- Willingness to receive and respond to constructive criticism and feedback in order to improve
- Excellent customer service skills
- Ability to multitask
- Ability to work and communicate effectively as a team and be a team player
- Creativity to grow the company and contribute with ideas about how to improve processes and procedures
- Able to write, spell, use proper written and verbal grammar
- Self-starter, requires minimal follow up after assigned a task, delivering results in a timely fashion
- Quick learner and embraces change in fast paced environment

Preferred Skills

- Pursuing a degree in a construction related field
- Experience as an office or administrative assistant
- Knowledge in using technology such as electronic device, Word, Excel, email, etc.