**ANNEXURE I**

**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

1. **JOB IDENTIFICATION** 
   1. **Position Title :** Plumber
   2. **Position Level :** 12
   3. **Occupational Group :** Administrative and Technical
   4. **Employment Duration :** Regular
   5. **College/OVC :** Samtse College of Education

**2. MAIN PURPOSE OF THE POSITION***: (provide main purpose of the job).*

The main purpose of the plumber position in the college is to **ensure the smooth functioning, safety, and reliability of all water supply, drainage, and sanitation systems** across the campus. This includes the **installation, repair, and maintenance** of plumbing fixtures, pipelines, tanks, valves, and sanitary systems in academic blocks, hostels, staff quarters, and other institutional facilities.

# **3.** **GENERAL ROLES AND RESPONSIBILITIES:** *(Use Representative Work Activities as provided in Position Directory).*

 Install, maintain, and repair water supply lines, sanitary systems, drainage systems, and related fixtures across the campus.

 Conduct routine inspections of plumbing systems in academic buildings, hostels, staff quarters, and common areas.

 Respond promptly to plumbing-related complaints or emergencies reported by staff or students.

 Repair leaking pipes, unclog drains, and fix or replace defective taps, valves, toilets, and water tanks.

 Maintain records of repairs, replacements, and materials used.

 Assist during new construction or renovation projects by installing plumbing lines as per approved drawings.

 Monitor water levels in tanks and ensure proper functioning of motors and valves.

 Follow safety procedures while working, including using protective gear and ensuring safe work environments.

 Coordinate with the administrative or maintenance team for procurement of plumbing tools and materials.

 Support other maintenance activities as assigned by the Administrative Officer or Supervisor

**4. SPECIFIC ROLES AND RESPONSIBILITES:** (Provide list of specific tasks that is not covered by the Representative Work Activities).

 Monitor and maintain the main water supply lines, including underground and overhead tank systems.

 Ensure proper functioning and maintenance of solar water heating systems in hostels and staff quarters.

 Regularly clean and maintain manholes, inspection chambers, and sewage lines to prevent blockages.

 Assist during major college events by ensuring temporary plumbing arrangements (e.g., portable water supply or additional washroom support).

 Support rainwater harvesting system maintenance, if available on campus.

 Report potential water leakage, seepage, or pipeline corrosion to the Maintenance Supervisor for timely intervention.

 Maintain inventory of frequently used plumbing materials and tools and submit requisition for replenishment when needed.

 Conduct orientation or awareness sessions for caretakers and support staff on basic plumbing maintenance practices

**5.** **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:** *(Use KSA and Position Profile Matrix Position Directory as a guide).*

**5.1** **Education:** Cl. X with 2 years Certificate (VTI)/In-service with certificate

**5.2** **Experience:** Preference will be given to candidates with relevant experience

**5.3** **Knowledge Skills and Abilities:**

5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment;

5.3.2 Good communications skills both in terms of written and speaking;

5.3.3. Ability to work in teams and ready to work beyond working hours.

5.3.4. Skilled in carrying out routine works efficiently and effectively and can use appropriate tools including ICT.

5.3.5. Knowledge of rules and regulations pertaining to the area of work.

5.3.6. Good written and spoken communication skills at least in Dzongkha and English.

5.3.7. Ability to organise and maintain up-to-date information for administrative and management purposes.

5.3.8. Ability to be courteous and able to handle matters in short notice.

5.3.9. High level of knowledge in the area of responsibilities.

5.3.10. Good interpersonal skills to garner support from relevant officials.

5.3.11.Strong Communication and customer service.