

**ATTACHMENT A**

Job Responsibilities and Expectations  
Mechanical Plumbing Apprentice/Helper

1 | Page



8010 Cessna Avenue  
Gaithersburg, MD 20879

**JOB TITLE:** MECHANICAL PLUMBING APPRENTICE/HELPER

**ROLE IS ACCOUNTABLE TO:** MECHANICAL PLUMBER AND FOREMAN

**ROLE SUPPORTS:** MALLICK MECHANICAL CONTRACTORS, INC.

**ROLE HOURS:** HOURS MAY VARY PER JOB

**ROLE GOAL:** Obtain a Plumbing Apprenticeship Card

- Responsibilities:**
- Knowledge and understanding of materials and tools.
  - Take initiative to learn and understand the business.
  - Keep van stocked, organized and clean.
  - Learn and understand installation of different types of plumbing.
  - Clean up and protect jobsite.
  - Pick up material from supply house or shop for plumber as needed.
  - Turn in time sheet on a daily basis.
  - Ask for other duties or assignments to assist Plumber in completing the job.
  - Keeps materials, tools and equipment organized and easily accessible to Plumber.
  - Maintain proper dress and personal hygiene. (i.e. no tears or holes in clothing)
  - Perform any other duty or task as may be assigned from time to time by the Plumber or Manager Staff.

- Cultural Movement:**
- We constantly improve and cultivate new possibilities through education.
  - We encourage risk taking.
  - We believe that success can only be achieved when we operate as a team of hardworking professionals.
  - We treat our coworkers and clients as we would like to be treated and encourage their success.
  - We commit to improving our environment and the communities in which we operate.
  - We take pride in unsurpassed quality with each of our endeavors.
  - We understand change is inevitable to create growth and new adventures as we explore new opportunities and ways of succeeding.

**ATTACHMENT A**

Job Responsibilities and Expectations  
Mechanical Plumbing Apprentice/Helper

2 | Page



8010 Cessna Avenue  
Gaithersburg, MD 20879

**Requirements:**

- Must be able to work in a team environment.
- Ability to multi-task.
- Excellent organizational skills.
- People person. You generally like people. You are able to focus on their strengths and hold a desire for them to succeed.

I have read the Duty List, it has been explained to me and I fully understand and accept the duties assigned to me. I have received a copy of the list. It is understood that the management of the company may add items to or delete items from this list at any time and I will be informed of the change(s).

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date