

ATTACHMENT A

Job Responsibilities and Expectations
Mechanical Plumbing Apprentice/Helper

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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.

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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