

## JAL VAYU VIHAR

### PLUMBER: DUTIES & RESPONSIBILITIES

1. Plumber is responsible to Secretary BOM through Manger for his day to day functioning
2. As and when he reports to office, he will check the day's complaints from Asst Manager/Manger and attends to them without fail. In case of any equipment failure, he has to inform the house incumbents to procure the same. In case the incumbents are senior citizens and are not in a position to procure the same, he can collect the amount for that. In all such cases, the same is to be informed to manager, about the cash so received and expenditure incurred and cash returned to the resident within 24 hours. Failing which an equal amount will be recovered from the Plumber's Salary and Pay to the resident if complaint received in writing from the resident.
3. Plumber has to collect Rs 20/- from each house after completion of the work and the same is to be deposited in office.
4. Plumber has to train the assistant placed under him on all plumbing works. The assistant should be familiar with water lines in the colony, their distribution and dimensions.
5. Plumber has to fix the New Water Meter for the Dwelling Units for which he shall be Paid Rs 50/- for each meter along with salary.
6. Plumber has to guide BOM in case of defective water pipe lines, their replacements etc.
7. Plumber should obtain working schedule from the Manager.
8. Any untoward incidents if found/noticed, immediately the same must be informed to the Manager. In case of seriousness the same must be informed to the i/c security and Secretary.
9. Plumber is responsible for the tools, keys which are handed over to him through Manager. In case of loss or damage due to negligence an equal amount will be recovered from the Plumber.
10. Plumber must attend the office in time in uniform and leave the office after completion of Working hours.
11. Plumber should not leave the premises on duty hours without prior permission of Manager/In-charge/Secretary.
12. Working hours from 09.30 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only.
13. Plumber is authorized to have one day leave in a month other than paid weekly off and paid public holidays. Incase if Plumber is on duty on weekly off, on public holiday and not availing leave will be paid extra days as per the salary.
14. Any emergency or unfinished jobs must be informed to the President / Secretary.
15. Any other job assigned from time to time by the Board of Managers.

**Date:**

**(V Gouripathi)**  
**WgCdr (Retd)**  
**President**  
**JVVHWA**