



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT  
2<sup>nd</sup> Posting**

**POSTING DATE: 12/09/09  
POSTING DATE ENDING: Until Filled  
(POSTED IN AND OUT)**

**TITLE: PLUMBER ASSISTANT**

**DEPARTMENT: PUBLIC WORKS/MAINTENANCE**

**LOCATION: PUBLIC WORKS**

**NO. OF POSITIONS: 1**

**POSITION: #90402 POSTING #: 072**

**STATUS: NON-EXEMPT**

**GRADE: A1 SALARY: \$9.21-\$11.02/per hour DOE**

**DESCRIPTION OF WORK**

**General Statement of Duties:** Under the direct supervision of the Plumber Supervisor, the Plumber Assistant performs maintenance work of routine difficulty in cleaning, assembling, installation and repairing of pipes, fittings, etc. Determines defects in and maintains heating, water, and drainage system. Drives and operates septic truck as needed.

**Supervision Received:** Works under the direct supervision of the Plumber and general supervision of the Director.

**Supervision Exercised:** None.

**DUTIES AND RESPONSIBILITIES:**

1. Assists in the installation and repair of plumbing fixtures, such as sinks, commodes, bathtubs, water heaters and hot water tanks.
2. Cleans and assists in the routine maintenance of plumbing fixtures in assigned private homes, tribal buildings or offices.
3. Mends or replaces busted or leaky pipes.
4. Opens clogged drains, commodes and main sewer lines.
5. Digs trenches and lays water lines and sewer lines.
6. Repairs leaky faucets and commodes.

7. Cuts and threads pipes, using pipe cutters, cutting torch and pipe threader.
8. Checks pumps and other equipment for proper operation and shuts off and makes report on malfunctioning equipment.
9. Reads and logs meter readings for water billings.
10. Operates various tools and equipment to complete assigned job tasks and acts as laborer to the Plumbing Supervisor.
11. Drives tribal vehicles to job sites, assembles hose fittings to pump and starts pump to empty tank contents.
12. Empty waste material at waste site following standard safety procedures.
13. Assists in the maintenance of equipment and vehicles.
14. Maintains a professional and courteous relationship with customers and co-workers.
15. Performs other duties as assigned.

**EDUCATIONAL REQUIREMENTS:**

High School diploma or any combination of skills required to complete basic plumbing assignments. One or more years experience with on the job direct plumbing training. Plumbing certificate from trade or vocational schools preferred. CDL licenses required.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Tribal member preference with the ability to speak Tiwa preferred.
2. Knowledgeable of the occupational hazards and safety precautions of the plumbing trade preferred.
3. Knowledgeable of the care and use of standard tools, equipment, and testing devices used in the plumbing trade and of accepted plumbing trade practice, methods and techniques.
4. Ability to diagnose of general plumbing malfunctions
5. Knowledgeable of accepted plumbing trade practices, methods and techniques.
6. Ability to establish and maintain good working relationships with co-workers and tribal members.
7. Ability to follow verbal and written instructions.
8. Ability to work after hours or on weekends for emergency situations.
9. NM Drivers license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles.
10. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work requires lifting, carrying materials, equipment and supplies weighing up to 100 pounds; climbing ladders, crawling under sub-flooring, crawling, kneeling, and working in confined spaces in all types of weather conditions. Subject to possible falls from ladders, cuts from sharp tools, and burns from hot pipes or soldering equipment. Calls for emergency situations, after business work hours or on weekends may occur.

VJJ/HR/8-1-08

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022