



ISLETA PUEBLO HOUSING AUTHORITY

POSITION DESCRIPTION

POSITION:	Plumber Assistant
PAY GRADE:	NE4
SALARY RANGE:	\$18.78 - \$25.35 Hourly Rate
FLSA STATUS:	Non-Exempt
EMPLOYMENT STATUS:	Full-Time
DEPARTMENT:	Operations
REPORTS TO:	Lead Plumber
SUPERVISION RESPONSIBILITIES:	No

POSITION PURPOSE

The Plumber Assistant supports the Lead Plumber with the installation, maintenance, repair, and replacement of plumbing systems and fixtures in IPHA properties and facilities. This position assists with routine plumbing work, including preparing tools and materials, locating and identifying plumbing components, performing basic repairs, and maintaining work areas. The Plumber Assistant works under the direction of the Lead Plumber and follows established safety procedures, applicable building codes, and IPHA policies and procedures. The position may also assist with general maintenance activities as assigned to support the safe, efficient, and proper operation of IPHA properties.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assists the Lead Plumber with the installation, repair, maintenance, and replacement of plumbing systems, fixtures, and components in IPHA residential units, buildings, and facilities.
- Assists with plumbing repairs involving sinks, faucets, toilets, drains, water lines, valves, pipes, and other plumbing fixtures and components under the direction of the Plumber.

- Prepares work areas by gathering, organizing, and transporting tools, equipment, materials, and supplies needed to complete assigned plumbing work.
- Assists with the installation and replacement of plumbing materials, including pipes, fittings, valves, fixtures, and related components, as directed.
- Assists in locating and identifying plumbing problems by inspecting fixtures, pipes, drains, water lines, and other plumbing components under the supervision of the Plumber.
- Performs basic plumbing-related tasks such as measuring, cutting, assembling, fastening, and securing materials as instructed.
- Assists with unclogging and clearing drains using appropriate hand tools and equipment under the direction of the Lead Plumber.
- Assists with leak detection and repairs, including helping identify the source of leaks and replacing or repairing damaged components as directed.
- Operates and maintains hand tools, power tools, and plumbing equipment in a safe and proper manner.
- Maintains tools and equipment, including cleaning, inspecting, organizing, and reporting damaged or malfunctioning equipment.
- Assists with the preparation and cleanup of work sites, including removing debris, excess materials, and damaged plumbing components.
- Maintains clean and orderly work areas and ensures tools and materials are properly stored after completing assigned work.
- Assists with emergency plumbing repairs and responds to plumbing-related maintenance requests as assigned.
- Follows safety procedures and practices, including the proper use of personal protective equipment (PPE), safe handling of tools and equipment, and applicable workplace safety requirements.
- Follows applicable plumbing codes, building requirements, IPHA policies and procedures, and instructions provided by the Lead Plumber or supervisor.
- Provides professional and courteous service to residents, employees, contractors, and other individuals while performing work at IPHA properties.
- Protects resident property and IPHA facilities while performing assigned work and reports any damage, hazards, or unsafe conditions to the appropriate supervisor.
- Documents completed work and reports maintenance issues to the Lead Plumber or supervisor as required.
- Assists with general maintenance duties as assigned, including work related to IPHA properties, grounds, facilities, and maintenance operations.
- Performs other related duties and responsibilities as assigned by the Lead Plumber or Executive Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Tiwa speaking preferred.
- High school diploma or GED preferred; equivalent combination of education, training, and relevant work experience may be considered.

- One (1) or more years of experience in plumbing, plumbing assistance, residential maintenance, construction, facilities maintenance, or a related skilled trade.
- Plumbing experience may be substituted for education on a year-for-year basis, depending on the applicant's qualifications.
- Previous experience working with a licensed or experienced plumber in a residential, commercial, property management, or facilities maintenance environment.
- Must possess a valid New Mexico driver's license and maintain an acceptable driving record, if required to operate IPHA vehicles.
- Must be able to comply with the Isleta Pueblo Housing Authority Drug Free Workplace policies.
- Must successfully complete IPHA's pre-employment screening requirements, which may include a background check and drug screening, consistent with applicable laws and IPHA policies.
- Must be willing and able to work scheduled hours, respond to emergency maintenance needs, and work overtime or outside normal business hours when assigned.
- Must be able to work safely in a variety of indoor and outdoor environments and under varying weather and job-site conditions.

PREFERRED QUALIFICATIONS

Knowledge

- Knowledge of plumbing tools, materials, fixtures, and equipment is preferred.
- Knowledge of applicable plumbing, building, and safety requirements.
- Knowledge in the repair and maintenance of Heating and Air Conditioning (HVAC) systems.
- Knowledge of applicable environmental regulations and guidelines related to refrigerants and toxic chemicals.
- Knowledge of standard construction safety practices and procedures.
- Knowledge of appropriate methods and techniques applicable to the construction industry.
- Knowledge of residential plumbing standards, codes, regulations, and specifications common to the plumbing trade and applicable to HUD housing units.

Skills

- Moderate skills of the plumbing trade.
- Skill in protecting residents' personal property and maintaining appropriate confidentiality while working inside occupied units.
- Skill in reading and following basic work orders, instructions, diagrams, and specifications.
- Skill in accurately documenting work performed, materials used, and maintenance concerns.

- Skill in the use of standardized and common equipment and tools.
- Skill in measuring, cutting, fitting, and assembling basic plumbing materials under appropriate supervision.
- Skill in using appropriate personal protective equipment (PPE) and following established safety procedures.
- Skill in recognizing common plumbing problems, leaks, damaged fixtures, and other maintenance concerns and reporting them appropriately.

Abilities

- Ability to learn and follow instructions provided by the Lead Plumber, supervisor, and other authorized personnel.
- Ability to work independently when assigned routine tasks while knowing when to seek assistance or direction.
- Ability to safely use and maintain common hand tools and power tools used in plumbing and maintenance work.
- Ability to perform physical work, including standing, walking, bending, kneeling, reaching, climbing, lifting, carrying, and working in confined or awkward spaces.
- Ability to lift and carry tools, equipment, materials, and supplies weighing up to 50 pounds, with or without reasonable accommodation.
- Ability to work cooperatively with plumbers, maintenance staff, contractors, residents, and other IPHA employees.
- Ability to communicate effectively and maintain professional and courteous interactions with residents, employees, contractors, and the public.
- Ability to communicate effectively in the English Language, both verbally and in writing.
- Ability to maintain confidentiality and exercise appropriate judgment when working in occupied residential units and other IPHA properties.
- Ability to work efficiently under stressful conditions, make solid decisions, and exercise independent judgment.
- Ability to prepare and present detailed reports.
- Ability to handle multiple tasks and meet strict deadlines.
- Performs other related duties as assigned by the Lead Plumber, supervisor, or designated IPHA management.

PHYSICAL DEMANDS:

- Requires frequent standing, walking, bending, stooping, kneeling, crouching, reaching, and climbing while performing plumbing and maintenance duties.
- Requires frequent use of hands and arms to operate hand tools, power tools, plumbing equipment, and other related equipment.

- Requires the ability to lift, carry, push, and pull tools, equipment, plumbing materials, fixtures, and supplies.
- Requires the ability to lift and carry objects weighing up to 100 pounds and occasionally assist with heavier materials or equipment with appropriate assistance.
- Requires the ability to work from ladders, step stools, or other approved elevated work surfaces when performing assigned duties.
- Requires the ability to maintain balance and safely navigate uneven surfaces, stairs, and residential work areas.
- Requires the ability to perform repetitive movements involving the hands, wrists, arms, and shoulders while using tools and equipment.
- Requires sufficient hand-eye coordination and manual dexterity to perform plumbing repairs, installations, adjustments, and maintenance tasks.
- Requires the ability to visually inspect plumbing fixtures, pipes, fittings, leaks, and other components to identify maintenance concerns.
- Requires the ability to work for extended periods in varying indoor and outdoor environmental conditions, including heat, cold, dust, moisture, and noise.
- Requires the ability to respond to emergency maintenance situations and perform physical duties for extended periods when necessary.
- Requires the ability to wear required personal protective equipment (PPE), including gloves, safety glasses, hearing protection, and other equipment appropriate to the assigned task.

WORK ENVIRONMENT:

- Work is performed primarily in residential housing units, maintenance areas, storage areas, and other IPHA facilities, with occasional work outdoors.
- Work is performed in occupied and unoccupied residential units and may require interaction with residents, staff, contractors, and vendors.
- Exposure to varying environmental conditions, including heat, cold, dust, dirt, moisture, odors, and varying levels of noise.
- May be exposed to water, wastewater, cleaning agents, plumbing materials, and other substances commonly encountered during plumbing and maintenance activities.
- May require working in confined, cramped, or awkward spaces, including under sinks, inside cabinets, crawl spaces, and other areas with limited access.
- Noise levels may range from moderate to loud depending on the work being performed and the tools and equipment being used.
- Work may involve exposure to common residential maintenance hazards, including slippery surfaces, sharp objects, electrical hazards, and power tools.

- May require occasional overtime, emergency call-outs, evenings, weekends, or work outside of normal business hours based on operational needs.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields, and/or hard hats.
- Travel may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Isleta Pueblo Housing Authority.

WHY JOIN ISLETA PUEBLO HOUSING AUTHORITY

Join the Isleta Pueblo Housing Authority (IPHA) and make a meaningful impact on the community you serve. As a **Plumber Assistant**, you will have the opportunity to support the maintenance, repair, and improvement of residential homes while helping ensure that IPHA residents have safe, quality, and well-maintained housing.

You will work alongside experienced maintenance and plumbing staff to assist with residential plumbing repairs, installations, preventative maintenance, and other housing-related maintenance needs. Your work will directly contribute to keeping IPHA homes and facilities in good working conditions.

We are looking for a dependable, hands-on individual who is willing to learn, takes pride in their work, follows safety procedures, and is committed to providing quality service to residents and the community.

At IPHA, your work goes beyond completing maintenance tasks—you contribute directly to maintaining homes, supporting residents, and improving the quality of housing within the Isleta Pueblo community.

Join the **Isleta Pueblo Housing Authority** and help maintain better homes and a stronger community.

Apply today to join our team as a Plumber Assistant.