

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-08**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Plumber's Helper
OPENING DATE: February 25, 2022
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works / General Maintenance
SALARY RANGE: NE-5; \$21,591 - \$32,386

Position Summary:

Under direct supervision of the General Maintenance Manager, assists the Plumber with the provision of plumbing services for tribal buildings and to community members. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Assists Plumber with rough-in plumbing on sewer lines and waterline hook-ups.
- Assists with installing standard plumbing fixtures, including water heaters, toilets, shower and faucet fixtures, and connects water hook-ups.
- Performs soldering on copper fittings and copper water supply lines.
- Assists with repairs on water breaks and leaks and clogged/damaged sewer lines.
- Inspects machinery, mechanical equipment, and vehicles for defects; performs minor repairs and maintenance on equipment. Refers major repairs to Plumber.
- Assists in setting up workorders for assigned projects; enters data regarding work performed; and closes out work orders on completed projects.
- Maintains records of labor, materials and other resources used to complete work orders.
- Complies with appropriate safety practices and procedures including use of safety equipment and maintenance of safe work environment.
- Maintains and enhances technical knowledge by attending relevant training and workshops.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School diploma or GED required. Six months of work experience in the plumbing field, carpentry, or another related trade field required. Apprenticeship program and/or trade school hours in electrical, carpentry, HVAC, or other skilled trades preferred. Fluency in the Laguna language preferred. A combination of relevant education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Plumber's Helper is designated as a Lower Risk Public Trust (LRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X

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Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of materials, methods, practices, and equipment used in plumbing trade.
- Knowledge of occupational hazards, safe working practices and safety precautions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships; to meet customer service goals and performance expectations.
- Ability to understand and follow oral and written instruction.
- Ability to prepare and maintain work orders; to prepare required reports.
- Ability to handle multiple tasks and meet deadlines.
- Ability and skill to safely use tools and operate equipment in performance of duties.
- Skill in basic computer use.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES