

Housing Authority of the Cherokee Nation

Human Resources Job Description



Job Title: Plumber

SUMMARY: Assembles, installs and repairs pipes, fittings, figures of heating, water and drainage systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following, other duties may be assigned.

Studies building plans and working drawings to determine work aids required and sequence of installations.

Inspects structures to ascertain obstructions resulting from installation of pipe.

Locates and marks positions of pipes and connections along with passage holes in the walls and flooring.

Cuts openings in walls and floors to accommodate pipes and fittings.

Cuts, threads, and bends pipe to the required angle by hand or machine.

Assembles, installs and repairs valves, fittings and different pipes made from metals such as iron, steel, brass, lead, as well as nonmetal such as glass, vitrified clay, and plastic.

Connects pipes using screws, bolts, fittings, solder, plastic solvent and caulk joints.

Fills pipe system with water or air and reads pressure gauges to determine if there are leaks.

Installs and repairs plumbing fixtures such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers and water softeners.

Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains.

Orders materials and ensures materials are on site

PREPARED BY: HUMAN RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

PREPARED DATE: 6/24/2007

1ST REVISION DATE: 3/15/2019

FLSA STATUS: NON-EXEMPT

PAY RANGE: BASED ON EXPERIENCE, AND CERTIFICATION

Employees are held accountable for all duties and responsibilities of this job.

as needed.

SUPERVISORY RESPONSIBILITIES: None.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Heavy (Sets work procedures, priorities, levels of responsibility and objectives.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements: High school diploma or general education degree (GED).

Experience Requirement: An additional 4 years' plumbing experience is required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS: None required.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a Plumbing License and a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating. CDL Preferred.

OTHER SKILLS AND ABILITIES: Embraces and implements the Jobs/Language/ Community HACN strategy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The

employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually moderate to loud.