

Home Repair Services of Kent County

Job Title: Plumber

Department: Repair Team

Reports to: Repair Team Manager

Hours Per Week: Full Time 40 hours per week

Schedule: Monday – Friday 8:00 – 4:00

Status: Full-time hourly

Hourly Wage Range: \$24 - \$28

Organization: Home Repair Services was established as an independent 501(c)(3) nonprofit in 1979 and is in the heart of Grand Rapids. It strengthens lower-income homeowners throughout all of Kent County with services that include a home **Repair Team, Access Ramps, and Bath Modifications, Fix-it School** classes, **DIY Remodeling Together Program, and Financial Coaching.**

Mission Statement: Home Repair Services strengthens vulnerable Kent County homeowners because strong homeowners build strong communities.

Position Summary: As a staff plumber, you will be responsible for installing, repairing, and maintaining plumbing systems in client occupied residential homes. You will need to be proficient at working independently and fantastic at troubleshooting in older housing stock without immediate supervision. The desired candidate should be able to provide excellent customer service. Trade licenses are desirable.

Essential Duties and Responsibilities:

- Inspect plumbing systems and identify issues or potential problems
- Assess repair problems and estimate repair costs.
- Calculate co-payment costs for clients.
- Make necessary purchases of plumbing materials by the job.
- Repair or replace broken or malfunctioning pipes, fixtures, valves, or fittings, connect water supply lines, drainage systems, and fixtures such as sinks, toilets, bathtubs, showers, etc. in accordance with local plumbing codes and regulations
- Maintain accurate records of any work performed and the materials used
- Work with subcontractors and volunteers as needed.
- Successfully manage and care for a company provided truck, tools, and equipment.
- Basic computer skills
- Bilingual (Spanish/English) helpful

ACCOUNTABILITES

- Meet established client satisfaction and service delivery standards for friendliness and courtesy.
- Keep Repair Team Manager informed of activities through regular communication.
- Actively participate in Repair Team meetings.
- Share mission stories with fellow staff and stakeholders.
- Be present at select agency events as able.

- Able to learn and possess knowledge of HRS Repair Program policies and procedures.

ATTRIBUTES & REQUIREMENTS:

- High School diploma or equivalent
- Three (3) years of residential plumbing experience
- Have sound character able to pass a criminal background check.
- Clean driving record and be insurable on agency commercial insurance policies.
- Be able to lift 50 pounds.
- Able to use tools and equipment safely.
- Comfortable in working with people of diverse backgrounds.
- Able to present a professional appearance and demeanor.
- Able to monitor and prioritize pending job requests for urgency and efficiency.
- Able to utilize a digital job tracking system while reliably maintaining good paper records.

HOW TO APPLY: Email a cover letter and resume to Kassy Renteria, at krenteria@homerepairservices.org. Home Repair Services is an equal opportunity employer.