



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	722-2500-012 722-2500-013 722-2500-014 722-2500-015	Last Revised:	06/09/2016
Position Title:	Maintenance Tech - HELP	Department:	Housing & Community Development
Reports to:	Supervisor - HELP	Division:	Housing

Primary Function: Performs a wide range skilled maintenance, carpentry, plumbing, and electrical procedures in the modification and upkeep of the clients' homes. Assists throughout the Housing Department as needed with projects and performing related work.

- Job Duties and Responsibilities:**
- Receives general and daily instructions from HELP supervisor.
 - Receives instructions on assigned projects and makes an assessment of materials, parts, equipment, and cost estimates.
 - Purchases and secures necessary parts, materials, and equipment to perform needed work.
 - Carries out work assignment in most efficient and safe operation.
 - Performs general building maintenance to client homes which would include such procedures as new construction/installations and remodeling of existing homes.
 - Uses a wide variety of hand and power tools such as circular saw, sawsall, nail gun, drills, torches, and pump puller.
 - Repairs and paints surfaces in appropriate manner using required finish.
 - Uses carpentry skills to repair and build items such as porches, HC Ramps, handrails, windows, doors, walls, roofs, floors, HC showers, steps, etc.
 - Repairs and installs items using electrical skills such as fixtures, breakers, switches, and wells.
 - Repairs and installs items using plumbing skills such as water heaters, faucets, water lines, wells, and commodes.
 - Maintains a clean and safe work area.
 - Incumbent is subject to Emergency Call Out 24/7 year round as needed.
 - Performs job duties according to established safety guidelines and Tribal policies.
 - Performs other duties as assigned.

Education /Experience: A high school diploma; GED; or the equivalent education, training, and experience is required. Work experience of up to five years in the construction and technical trades would provide a background adequate to prepare for the position. Three to six months work experience in the position would be necessary to become proficient in most phases of the job.

Job Knowledge: Requires the ability to understand and follow oral and written instructions. Must have the ability to read and interpret building plans and sketches. A knowledge of carpentry techniques and the use and care of both power and hand tools is required. A basic knowledge of electrical wiring and work is required. Plumbing skills including water supply and sewer is required as well as the fundamentals of repair to fixtures. Knowledge of policies and procedures applicable to job duties is essential as is related safety procedures, regulations and proper use of assigned safety gear. Must be able to work as a team member as well as independently. Requires the ability to prepare materials list. Knowledge of proper disposal of construction materials is necessary (i.e. roofing shingles). Must be CPR and First Aid certified. Must possess a valid North Carolina driver's license.

**Contact with
Others:**

Frequently works in close contact with co-workers or in the vicinity of clients where safety procedures must be followed to prevent injury to others.

**Mental /Visual
/Physical Effort:**

Close concentration is needed to assure quality completion of work assigned. Job duties require physical effort of walking, standing, sitting, reaching, bending, climbing, crouching, lifting, manual dexterity, visual acuity, and good eye/hand/foot coordination. Must be able to hear and speak effectively.

Environment:

Works in all types of environments both inside and outside. Could have intermittent exposure to noise, dust, odors, inclement weather, messy conditions, etc. Proper safety procedures, equipment, and practices are required at all times. Has exposure to a variety of hazards including equipment with moving parts, vehicle fluids, projectiles from saws, pesticides, chemicals, bio-hazard material, waste water, cuts to hands, falls, back strain, mashed foot or hands, and electrical shock. Following established safety guidelines and procedures would minimize the likelihood injuries.

**Resourcefulness &
Initiative:**

Follows well defined procedures and guidelines. Judgment and resourcefulness are required to work without direct supervision and in a most efficient manner. Encounters varied and unusual circumstances requiring quick response, planning, and problem solving skills. Must communicate and respond appropriately to various situations.

**Responsibility for
Safety /Equipment:**

Performs preventative maintenance, cleaning, and basic repair to a wide range of tools and equipment including: trucks, saws, drills, nail guns, etc. works with equipment which could be damaged if improperly used and not maintained. Failure to complete assigned duties correctly could result in damage to equipment, client and tribal property, rework or costly overrun.