



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	QHA-2800-001	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Licensed Plumber Supervisor	<b>Department:</b>	Qualla Housing Authority
<b>Reports to:</b>	Development Manager	<b>Division:</b>	Housing

**Primary Function:** Oversee and performs various skills and technical Plumbing functions for to New Development, Maintenance and Rehab involving single family residential homes, apartments and other project work as encountered. Ensures work of crew members are in accordance with codes. Directly supervises and coordinates job duties of QHA Plumbing Crew.

- Job Duties and Responsibilities:**
- Meets with Manager to review, discuss and plan work schedules regarding work orders, and/or the standard schedule of phases involved in the construction of a new house, repair or maintenance as encountered.
  - Prepares a daily work schedule for his/her appropriate crews or contractor to ensure a timely performance and completion period.
  - Inspects, evaluates (trouble shoots) and prepares an accurate repair or replacement of existing conditions or advise whether continued operation of equipment could be hazardous.
  - Oversees and ensures the proper installation procedures and methods of all new material are in compliance with the appropriate codes, regulations and schedules.
  - Assists on preliminary plans for compliance with all codes, regulations, policies and procedures for plumbing.
  - Assists and coordinates contract work involving plumbing on Rehab and new installation.
  - Ensures the appropriate materials and tools are available prior to commencement of job.
  - Coordinates the location and installation of plumbing service entry points on site and house layout situations according to code and job specifications.
  - Coordinates and assists with supply department on material description, quantities, type, sizes, and estimates to ensure proper ordering of material and supplies.
  - Acquires/ purchases equipment.
  - Attends Manager Meetings to discuss budgets and policies.
  - Directs and trains workers to install, maintain, or repair equipment, and plumbing fixtures such as: valves, toilets, faucets, bath tubs/showers, pumps, water heater, and water and sewer lines.
  - Ability to solder, install and repair pipes, fittings, and fixtures of heating, water, clean and unclog drains, test for gas leaks and repair, and drainage systems, according to specifications and plumbing codes.
  - Performs Water Analysis to ensure water systems are free from chemicals, metal, and bacteria in order to meet Environmental Protection Standards.
  - Provides cost estimates for materials and services.
  - Signs time sheets and has the responsibility of completing the Employee Performance Plan and other evaluations as needed for Plumbing Crew. Supervisor will be required to handle all personnel matters regarding Plumbing Crew.
  - Required to maintain current Plumbing License or identification card to meet government regulations.
  - Participates in all training and safety programs.
  - Willing to perform other duties as assigned within his/her scope of work.
  - Be available to work over and beyond the regular tour of duty (40 hr. work week) and required

to work rotation on the on-call schedule.

<b>Education /Experience:</b>	Must possess a high school diploma or GED and a valid North Carolina Plumber's License for one and two story residential units, and supervisory experience of five years in the plumbing and supervisory related field. Must be experienced in the operation and maintenance of new and rehab residential plumbing. Needs to have general knowledge of carpentry and related items. Six to nine months work experience would be necessary to become proficient in most phases of the job.
<b>Job Knowledge:</b>	Possess a working knowledge of all aspects in the residential building plumbing trade, related methods, codes, inspections, tools, equipment and materials pertaining to his/her designated field to ensure accurate and timely completion. Possess knowledge of the operation and maintenance of well pump operation, installing and repairing pipes, septic tanks and drains field, water analysis according to Environmental Standards, and ability to run heavy duty equipment for trenching. Must be proficient in scheduling, coordinating, estimating material and labor. Possess the ability to communicate with the public, clients, contractors, inspectors and other agencies. The ability to prepare reports and general knowledge of site work methods and procedures. Must be familiar with EBCI Policies and procedures. Possess a valid NC driver's license and meet EBCI requirements to operate a company vehicle.
<b>Complexity of Duties:</b>	Plan, review, coordinate and install plumbing systems of new homes, and evaluate existing plumbing systems, determine, solve and coordinate the corrective actions required in various circumstances and situations as encountered. Perform, cooperate and communicate with Plumbing Crew and others as may be involved. Requires independent thinking and judgment to determine actions to be taken to correct plumbing problems. Various circumstances and situations may apply.
<b>Contact with Others:</b>	Has contact with subordinates and co-workers on a regular basis as well as other Tribal departments. Other contacts include building inspectors, and other safety personnel. This position is monitored by state inspectors for the purpose of insuring compliance to all applicable codes. Must possess a positive, polite attitude and moral working relationship company and public affiliated.
<b>Confidential Data:</b>	Incumbent has limited access to employee files and subject to construction budgetary information established for contracts which contain confidential information. Incumbent must abide by the EBCI confidential policy.
<b>Mental /Visual /Physical Effort:</b>	Close mental concentration and attention to detail are needed to assure quality and safety. Physical effort requires working with hands, sit, stand, walk, climb, crawl, reach with hands and arms, hear and speak. Needs a good eye/hand/foot coordination is necessary while performing job duties. Must be able to work in tight or closed in spaces. A considerable amount of walking and bending is required. Subject to frequent interruptions requiring varied responses. Duties will involve planning and scheduling with other departments involved and subject to deadlines. A drug test is required and successfully completed.
<b>Environment:</b>	Most work is performed inside and outside with exposure to all kinds of weather conditions and terrain. Subject to noise, dust and odors etc.
<b>Extent of Supervision:</b>	Provides direct supervision of 3-5 employees.
<b>Scope of</b>	Supervises up to 8 employees at a time when Licensed Electrician Supervisor is on leave.

<b>Supervision:</b>	Normally supervises 3-4 employees.
<b>Supervision Received:</b>	Must be a self-starter and well organized. Works under the direct supervision and scheduling of the Construction/Development Manager, although subject to operate with little or no supervision.
<b>Responsibility for Accuracy:</b>	Ensures all plumbing related field work is installed in compliance with all codes, specifications and regulations as appropriate, new construction work is subject to acceptance by the Building Inspector, also ensures materials adhere to the same, coordinates and ensures timely completion periods. Mistakes could result in an excessive cost and pending severability, result in License revocation by the NC License Board, and termination of employment.