



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	722-1600-001 722-1600-002 722-1600-003 Snowbird/Cherokee County	<b>Last Revised:</b>	02/24/2016
<b>Position Title:</b>	Supervisor - HELP	<b>Department:</b>	Housing & Community Development
<b>Reports to:</b>	Housing Rehab & Property Manager	<b>Division:</b>	Housing

**Primary Function:** Performs a wide range of technical and administrative tasks in the Housing Program for the Eastern Band of the Cherokee Indians. Serves as a working leader performing carpentry, plumbing, electrical, and maintenance functions on homes of clients of the department while serving to oversee and coordinate the work of subordinates in the section.

- Job Duties and Responsibilities:**
- Supervises and participates in the work of Housing personnel engaged in maintenance and construction projects improving conditions of dwellings of Senior Citizens of the Tribe.
  - Receives general instructions from Program Manager.
  - Makes work assignments for the electricians, plumbers, carpenters, and maintenance technicians utilizing manpower for the most efficient and safe operation.
  - Trains new employees of the program in the proper, efficient, and safe working methods and habits of their assigned field of operation.
  - Reports status of work progress, adequacy of work, and problems encountered back to Manager, and makes recommendations for further and corrective actions.
  - Maintains daily records, reports, and logs as required.
  - Uses a wide variety of hand and power tools such as circular saw, Sawzall, nail guns, drills, torches, pump puller, and etc.
  - Repairs and builds items using carpentry skills such as porches, ramps, handrails, windows, doors, roofs, etc.
  - Repairs and installs items using electrical skills such as fixtures, breakers, switches, appliances, and wells.
  - Repairs and installs items using plumbing skills such as hot water heaters, faucets, water lines, wells, and commodes.
  - Maintains work schedule and prioritizes work to be done.
  - Incumbent is subject to emergency call out 24/7 year round, as needed.
  - Required to attend any HELP Committee meetings as requested by Manager.
  - 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 in a construction trades job would provide the skills necessary to learn the job. Work experience of up to five years in the construction trades would provide a background adequate to prepare for the position. Six to nine months work experience in the supervisor position would be necessary to become proficient in most phases of the job.

<b>Job Knowledge:</b>	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 use and care of both power and hand tools is required. The ability to wire construction projects, both new and existing, is required along with knowledge of basic electronics. Plumbing skills including water supply and sewer are required as well as the fundamentals of repair to fixtures and appliances. Requires knowledge of basic safety requirements, procedures, and the use of equipment. Must have knowledge of how to give reports, both verbal and written. Requires the ability to give clear instructions. Must be able to work together as a team member as well as independently. Requires the ability to prepare materials list. Must be able to establish and maintain effective working relationships with coworkers. Must be CPR and First Aid certified. Requires the possession of a valid North Carolina driver's license.
<b>Complexity of Duties:</b>	Job duties require coordinating several activities concurrently, problem solving, analysis of circumstances to develop appropriate actions, as well as hands-on-work.
<b>Contact with Others:</b>	Interacts with all HELP employees, staff, employees of the Housing Department, clients and families, public, and other tribal entities.
<b>Confidential Data:</b>	Has little or no access to information, which would be considered confidential. Must adhere to all tribal confidentiality policies and procedures.
<b>Mental /Visual /Physical Effort:</b>	Close attention to detail is required intermittently with duties. Job duties require physical effort of walking, reaching, bending, climbing, lifting, manual dexterity, visual acuity, and good eye/hand/foot coordination. Must be able to hear and speak effectively.
<b>Environment:</b>	Exposed to a wide range of working conditions ranging from inside to outside in all types of weather. Works with or in close proximity to noise, water, dirt, and electrical power with which carelessness could cause injuries ranging from minor to life threatening. Protective safety equipment is sometimes required.
<b>Extent of Supervision:</b>	Responsible for the safe and efficient operation of the assigned department including personnel, equipment, and scheduling of work.
<b>Scope of Supervision:</b>	Supervises the work activities of (13) thirteen subordinates.
<b>Supervision Received:</b>	Works under the general guidance of the Housing Rehab & Property Manager where goals and objectives are clearly outlined. Has latitude for daily operations and coordinating the flow of work within the assigned area. Refers unusual circumstances and situations to Manager.
<b>Responsibility for Accuracy:</b>	Review of work and subsequent procedures would detect most errors of job functions. However, more serious errors in judgment could result in injury to coworkers, overruns in cost, and inefficient operations within assigned area of responsibility.