



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	722-2500-016	<b>Last Revised:</b>	12-7-2016
<b>Position Title:</b>	Laborer	<b>Department:</b>	Snowbird / Cherokee County HELP
<b>Reports to:</b>	Manager - HELP	<b>Division:</b>	Snowbird / Cherokee County

**Primary Function:** Performs various physical tasks in all phases of the maintenance related work of the department, providing assistance to the Senior Citizens/H.E.L.P. Program personnel.

**Job Duties and Responsibilities:**

- Receives general and daily instructions from Rehab/H.E.L.P. supervisor.
- Meets with supervisor and co-workers to review/discuss projects and receive job instructions and assignments.
- Obtains or helps to secure necessary parts, materials, and equipment to perform needed work for the day.
- Checks equipment to ensure safe operation. Assures that all personal protective equipment needed work for the day.
- Wears protective gear necessary for the job function (i.e. safety glasses, steel toe boots, gloves, ear protection, etc.)
- Performs a variety of construction, maintenance and repair.
- Assist tradesman as required, roofing, painting, moving supplies and various other home repairs.
- Use a wide range of hand tools, equipment, and small power tools such as circular saws, drills, nail guns, torches, shovels, rakes, etc.
- Participates successfully in a safety-training program.
- Performs cleaning duties to maintain a clean and safe work area.
- Performs job duties according to established safety guidelines and tribal policies.
- Incumbent is subject to Emergency Call Out 24/7, year round as needed.
- Performs other duties as assigned.

**Education /Experience:**

A high school diploma, GED, or the equivalent education, training, and experience is required. Work experience in the construction and technical trades preferred. 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 user and care of both power and hand tools is required. 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.

**Contact with Others:**

Frequently works in 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 of injuries.
- Supervision Received:** Works under the general guidance of the Snowbird / Cherokee County HELP Manager where goals and objectives are clearly outlined.
- Resourcefulness & Initiative:** Follows well defined procedures and guidelines. Judgment and resourcefulness are required to work without direct supervision 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, tenant and Tribal property, rework or cost overrun.