



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	891-2700-004 891-2700-005	<b>Last Revised:</b>	03/29/2016
<b>Position Title:</b>	Electrician Helper	<b>Department:</b>	Facility Management
<b>Reports to:</b>	Supervisory Licensed Electrician	<b>Division:</b>	Administration & Public Works

**Primary Function:** Performs varied skilled electrical and maintenance procedures within the Tribal Facility Management Systems. Assists throughout the department as needed with projects and performing related work.

**Job Duties and Responsibilities:**

- Receives instructions on assigned projects and makes an assessment of materials, parts, equipment, and cost estimates.
- Arranges for the purchase of necessary parts, materials, and equipment to perform needed work.
- Performs general electrical duties within the Facility Management systems, which would include such procedures as new construction/installations and repairs.
- Performs duties which typically include the following:
  - Replacement of light switches and breakers.
  - Installation, replacement, or repair of electrical fixtures.
  - Wires either new or remodeled structures.
  - Installs new electrical service.
  - Wires or repairs systems.
- Maintains daily log of activities and prepares written reports of same as required.
- Performs duties according to established safety procedures and Tribal Policy.
- Performs other duties as requested.

**Education /Experience:** High School Diploma or GED with 1 year verifiable experience in Commercial Electrical work is required. Nine to twelve months work experience in the position would be necessary to become proficient in most phases of the job.

**Job Knowledge:** Requires electrical and maintenance skills and a knowledge of general repair procedures. Must be familiar with basic tools and instruments common to the trade. Must be knowledgeable of HVAC systems, thermostats, etc. Must be familiar with electrical codes, policies, procedures, regulations, and proper use of assigned safety gear. Must be familiar with Tribal Policies and Procedures. Must be able to establish and maintain effective working relationships with coworkers. Must be able to work independently or as a member of a group. Requires a valid North Carolina Driver's License. Experience with Fire Alarm Systems and Security Systems preferred but not required.

**Complexity of Duties:** Follows well defined guidelines as outlined by state and county codes. Must be able to make decisions based on regulations. Requires independent thinking and judgment to determine action to be taken to correct electrical problems.

**Contact with others:** Has contact with co-workers on a regular basis as well as other Tribal departments. Other contacts include building inspectors, fire marshals and other safety personnel. This position is monitored by state inspectors for the purpose of insuring compliance to all applicable codes.

<b>Confidential Data:</b>	Has indirect access to confidential data. Must adhere to Tribal confidentiality policies.
<b>Mental /Visual /Physical Effort:</b>	Close mental concentration and attention to detail are needed to assure quality, safety, and completion of work assigned. While performing tasks, must be able to walk, stand, sit, climb, kneel, bend, and lift up to 100 lbs. Must have visual acuity and be able to hear and speak. Good eye/hand/foot coordination is necessary while performing job duties.
<b>Environment:</b>	Work in all types of environments, both inside and outside. Could have intermittent exposure to noise, dust odors, inclement weather, etc. Will have more than average exposure to electrical hazards.
<b>Supervision Received:</b>	Works under the general supervision of the Electrician Supervisor with minimal or no supervision. Must be a self-starter and well organized.
<b>Responsibility for Accuracy:</b>	A high level of accuracy is required when correcting electrical mishaps. Incorrect procedures could be detrimental such as fire, or electrical shock, and could result in serious loss such as loss of buildings.