



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	746-3800-001, 746-3800-002, 746-3800-003	Last Revised:	02/25/2016
Position Title:	Project Coordinator	Department:	Infrastructure
Reports to:	Department Manager	Division:	Administration & Public Works

Primary Function: Assists in managing the development, design, construction, and maintenance of house sites. Obtains basic data for evaluation of road location, utilities placement, storm water drainage, and erosion control systems. Coordinates and inspects work of independent contractors and Infrastructure crew for adherence to plans.

Job Duties and Responsibilities:

- Assists in the design and development of new house sites both single and multiple units
- Meets with supervisor and co-workers to review/discuss projects, work orders, receive instructions and job assignments. Coordinates the scheduling of maintenance activities relating to all Infrastructure projects, including past development with the Infrastructure crew.
- Assists in preparation of construction plans, and schedules environmental impact studies and project designs
- Visits sites to obtain basic data for design and to check on work progress during construction
- Assists in performing final construction inspections, and monitors construction progress to ensure conformance with engineering plans, specifications and safety standards.
- Provides input for the reporting/documentation of group operations and activities
- Provides input and preliminary recommendations for the purchase of new equipment, replacement of equipment, etc.
- Makes preliminary contacts with contractors. Responsible for taking contractors to job sites, preliminary cost estimating of job sites and preparing contracts. Conducts inspections of job sites to determine the work progress.

Education/ Experience: One to two years of college or equivalent four (4) years technical training on the job. The position requires a minimum of five (5) years experience in construction-related fields. A combination of training and work experience may serve as substitute for formal education when competency is proven.

Job Knowledge: Required to possess a detailed knowledge of residential site construction and materials including foundations and placement of modular and manufactured homes. Must have technician-level knowledge of engineering practices in site grading, erosion control, foundations, surveying, site layout, and job estimating. Must be able to read and interpret survey drawings, including boundary and topographic information. Requires knowledge of computer skills in spreadsheets and CAD software.

Must have knowledge of heavy equipment operations and ability to recognize proper and efficient use of site construction equipment. Requires ability to organize work complete and update all written project documentation. Requires ability to read and interpret documents, OSHA and safety regulations, operating and maintenance manuals, and procedure manuals. Must have the ability to communicate effectively with applicants and co-workers.

Complexity of Duties:	Evaluate and solve various circumstances and situations as encountered. Must possess a valid North Carolina driver's license and meet Infrastructure requirements to operate a company vehicle.
Contact with Others:	Interacts with co-workers in the exchange of information and technical discussions. Must interface with others using tact, courtesy, and professional conduct to maintain a positive working relationship.
Confidential Data:	May receive information in the course of work regarding personnel data, employee-related information, and management discussions, and departmental budgets that should not be disclosed. Must adhere to all Tribal confidential policies and procedures.
Mental/Visual/Physical Effort:	Incumbent must be able to work indoors and outside in all weather conditions in mountainous terrain. Normal mental activity is required with ability to concentrate is necessary while solving problems, planning, and coordinating crew and contractor activities. Visual acuity with the ability to see colors is required.
Environment:	Works in a normal office environment but with frequent visits to field operations. Will have exposure to inclement weather, extreme hot or cold, and occasional hazardous situations requiring safety procedures.
Supervision Received:	Incumbent reports to the Department Manager. Works closely with Infrastructure Development team.
Responsibility for Accuracy:	Results of work should be correct and require only minor changes after checking by Department Manager. Inspections reports must be complete and will be relied upon for decisions on payments and for directions on work progress.
Resourcefulness & Initiative:	Deals with varied situations requiring the evaluation of circumstances, problem solving, and the development and implementation of an appropriate action or response. Must deal with routine and non-routine conditions that require ability to recognize potential problems and request technical assistance from the appropriate source.