



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	740-2500-001 740-2500-004 740-2500-005 740-2500-007 740-2500-010 740-2500-012 740-2500-013 740-2500-016 740-2500-017 740-2500-018 740-2500-019 740-2500-020 740-2500-023 740-2500-025	<b>Last Revised:</b>	11/17/2014
	<b>Temporary:</b> 740-4500-001 740-4500-005		
<b>Position Title:</b>	Utility Worker	<b>Department:</b>	Tribal Construction
<b>Reports to:</b>	Manager, Tribal Construction	<b>Division:</b>	Operations-Natural Resources & Construction

**Primary Function:** Performs various labor intensive operations, construction tasks, maintenance and repair procedures to install, maintain, repair, expand and upgrade the water and wastewater system, in the most efficient and cost effective manner possible. Complies with all applicable local, state and federal regulations, ordinances, policies and permits.

**Job Duties and Responsibilities:**

- Meets with supervisor, crew leader and coworkers to review, discuss and receive instructions for work assignments and projects.
- Prepares for work assignments and projects by reviewing/researching maps, engineering prints, project files and other related documents.
- Verifies job location prior to beginning work.
- Obtains supplies, tools and equipment based on work assignment/project's location, nature and scope.
- Obtains supplies/materials, tools and equipment for the work assignment/project from inventory and/or land fill yard at the Transfer Station; (pipe, construction equipment)
- Checks equipment and personal safety/protective devices to ensure safe operation and proper working condition.
- Wears appropriate safety gear (boots, vest, and hard hat) prior to starting work assignment/project.
- Prepares job site ensuring safety and traffic compliance/regulations. Sets up traffic warning signs, barricades and flags/re-routes traffic.
- Performs a variety of operations, construction tasks, maintenance and repair on the water system – trenches/ditches, unrolls and lays, cuts, installs and repairs pipe/water lines, wells, and water tanks.
- Mixes and pours concrete for well slabs, reservoirs and pump houses.
- Performs a variety of operations, construction tasks, maintenance and repair on the wastewater system and septic tanks – trenches/ditches, cuts, installs and repairs pipelines, pump stations, septic tanks and drain fields.
- Makes connections of water and sewer lines to homes.
- Performs clean up as needed on completed work assignment/project's grounds, landscaping, and repair to pavement/concrete.
- Participates in required training and safety programs, including competent person and OSHA.
- Performs stand-by duties as required by supervisor on a rotational schedule and responds to emergencies (broke line) 24 hours per day 7 days per week.

- Maintains “on call” status at all times to respond to emergencies, weather situations is considered Emergency Position and required to respond appropriately.
- Assists and provides back-up for other departments as needed.
- Performs all duties according to established safety guidelines and EBCI Tribal policy.
- Performs other duties as assigned

**Education /Experience:**

High school diploma or the equivalent; related experience or training. Requires six months to one year work experience to become proficient in most phase of the job.

**Job Knowledge:**

Requires the ability to read and interpret documents, OSHA and safety regulations, operating/maintenance instructions, and procedure manuals. Must have the ability to speak and communicate effectively with customers and coworkers; the ability to read maps and knowledge of the Cherokee Reservation is essential. Requires the ability to organize work pertaining to work assignments/projects, follow verbal and written instructions; work effectively with coworkers and independently. Requires skill in the use of a wide range of equipment such as utility vehicle, driven tools, heavy to light construction equipment used in excavation procedures, welding tools, hand tools (shovels, rakes, pipe wrench, pry bars), various gauges and instruments. Must possess a valid North Carolina driver’s license. Must obtain required certifications (flagger, confined spaces, trenching/shoring).

**Contact with Others:**

All crew members are responsible for the safety of the crew. Carelessness on the part of a crew member may result in injury to others. Performs work assignments/projects in cooperation with coworkers where failure to complete tasks efficiently could affect the productivity of the assignment; damage to the water / wastewater system; result in increased or wasted cost to the department and unsafe effects on the homeowner.

**Mental /Visual /Physical Effort:**

Work involves light to heavy lifting, frequently in excess of 100 pounds; manual labor over extended periods of time (lifting forms for concrete, shoveling, loading brush). Job duties also require standing, walking, sitting, climbing, stooping, kneeling, reaching, hearing and speaking. Frequently requires the use of hands to manipulate objects, tools or controls. Requires visual acuity and manual dexterity. Must be able to get in and out of a manhole.

**Environment:**

Exposure to all types of weather (cold, hot extreme cold / hot), muddy, wet conditions. Works with varying levels of noise from moderate to very loud. Proper safety procedures, equipment and practices are required at all times. Has exposure to deep trenches and confined spaces. Works within close proximity to traffic, hazardous chemicals, airborne particles, garbage and raw sewage/ hazardous waste. Has contact with gases, electricity, heavy equipment with mechanically moving parts and wastewater. Operates motorized vehicles at job sites and in public traffic.

**Resourcefulness & Initiative:**

Follows and carries out instructions in either written, oral or diagram form according to department’s guidelines. Must have the ability to deal with complex and varied work tasks involving technical evaluation, planning, and problem solving. Maintains appropriate levels of safety and provides quality service.

**Responsibility for Safety /Equipment:**

Performs preventative maintenance, cleaning and basic repair to a wide range of equipment used on the work assignments/projects. Works with equipment, which could be damaged if not properly used and maintained. Must be able to identify serious problems with tools and

equipment and notify the crew leader. Works with a public system, which can affect the community and the system's operations. Failure to complete tasks properly could cause contamination of water – resulting in possible sickness and/or death to users. Improper handling of materials could result in damage to the system and result in increased / wasted costs to the department and have unsafe effects on the homeowner, public, and other utility systems.