



## Eastern Band of Cherokee Indians Job Description

<b>Position ID Number:</b>	891-2500-004 891-2500-005 891-2500-006 891-2500-007 891-2500-009 891-2500-010 891-2500-011 891-2500-012 891-2500-013 891-2500-014 891-2500-015	<b>Last Revised:</b>	04/29/2016
	<b>Temporary:</b> 891-4500-001 891-4500-002 891-4500-003		
<b>Position Title:</b>	Maintenance Utility Worker	<b>Department:</b>	Facilities
<b>Reports to:</b>	Maintenance Crew Leader	<b>Division:</b>	Administration & Public Works

**Primary Function:** Performs a variety of maintenance procedures in the repair, expansion, and upkeep of the EBCI facilities, related buildings, and grounds.

**Job Duties and Responsibilities:**

- Performs general grounds maintenance to the assigned facilities.
- Mows grass, landscapes flowerbeds and shrubs, clears away debris and undergrowth, etc. as necessary.
- Assists with moving and assembling office furniture such as filing cabinets, chairs, tables, etc.
- Assists with building and utility maintenance as needed, including painting offices and buildings.
- Performs minor repairs to equipment as needed.
- Lays sod, prunes, and trims shrubs and hedges at all tribal buildings.
- Uses a wide range of equipment and tools such as weed eater, riding lawn mowers, basic hand tools, hedge trimmer, power saw, forklifts, etc.
- Works on schedule B, as assigned.
- Performs duties according to established safety procedures and tribal policy.
- Performs other duties as requested, including special projects from executives.

**Education /Experience:** One to three months work experience in the position would be necessary to become proficient in most phases of the job.

**Job Knowledge:** Must have a wide range of maintenance skills including carpentry and plumbing and must know general maintenance procedures. Must have a thorough knowledge of tribal buildings and grounds. Must be able to read and interpret instructions. Requires mechanical ability and skill in the use of various tools and equipment such as weed eater, riding lawn mower, chain saw, etc. Must have a valid North Carolina driver's license.

**Contact with Others:** Works close to or in conjunction with others frequently. Strict adherence to safety procedures is required to prevent injury to others.

**Mental /Visual  
/Physical Effort:**

Moderate to heavy physical effort is required much of the time depending on duties being performed. Job requires ability to climb, reach, bend, kneel and lift up to 150 pounds. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. Must be able to speak and hear.

**Environment:**

Work is performed in both inside and outside environments. Outside work generally performed when weather is favorable, but may be exposed to rain and snow. Often exposed to high degree of noise. Exposed to various hazards which could result in cuts to hands, feet, eye injury, falls, back strain, etc., where precautions are required to prevent injuries to self. Must wear safety protective gear at times.

**Resourcefulness &  
Initiative:**

Follows well defined procedures and guidelines for most duties. Problem solving and creative thinking are required for landscaping and beautification of lawns and building areas.

**Responsibility for  
Safety /Equipment:**

Maintains equipment such as mowers, weed eaters, etc. where improper use could result in damage and result in lost time. Close monitoring of equipment operation should reveal problems. Maintains facility equipment, which must be functioning properly and safely at all times. Failure to make timely and accurate repairs or maintenance could result in unnecessary damage and delays.