



Eastern Band of Cherokee Indians Job Description

Position ID Number: 971927001 971927002	Last Revised: 09/01/2020
Position Title: Electrician Helper	Department: Qualla Housing Services
Reports to: Crew Leader - Electrician	Division: Housing

Primary Function: Assists Electrician with performance of residential electrical work on new and existing residential buildings and other commercial projects as needed.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Assist in follow up or performing the daily work schedule, includes new development, rehab or maintenance related items.
- Assist with the installation of electrical related items involving lay out, drilling holes etc., installing, pulling wire, junction boxes, fixtures etc., repair or replace.
- Perform all tasks according to instructions, in order to allow an accurate and timely completion of tasks. Deadlines do have to be kept.
- Perform service requests for electrical work on rental and housing units and must complete proper documentation (all work completed, time used, and list specifics of work performed) in regards to service request to Supervisor to ensure completion and quality of work.
- Perform non-technical tasks on an individual basis.
- Participate in all training and safety programs. Must become knowledgeable and follow QHA Safety Rules and Guidelines.
- Must become knowledgeable of Electrical Codes. Will perform all work in compliance with all codes, regulations, and procedures.
- Maintain a neat and orderly work area.
- Assist with inventory as needed or instructed.
- Perform all work in a timely manner as scheduled.
- Must be available to work a 40-hour work week.
- Must coordinate tenant eligibility for service work when on after hour calls.
- Willing to work above and beyond the normal tour of duty.
- Perform all duties according to established safety guidelines and QHA Policy.
- Willing to perform other duties as assigned within his/her scope of work.

Education /Experience:

- A high school diploma/equivalent and a minimum of two years working experience in the electrical related field.
- Valid NC Driver's License required.

Job Knowledge:

Requires basic Electrical and repair skills. Must be familiar with the proper methods and safe operations in the use of power, basic hand tools, measuring and equipment common to the trade (drills, testing equipment, material, etc.), required for differing applications. Possess general knowledge of National Electrical Code and a working knowledge of residential electrical related items.

**Contact with
Others:**

Must be able to work as an individual or with coworkers, and follow all safety procedures, methods to prevent injury to others. Possess a positive and polite working relationship with community and public.

**Mental / Visual /
Physical Effort:**

Most work involves recurring tasks; each situation must be assessed and requires extreme concentration. Physical effort requires considerable lifting. Must be able to read, write, sit, stand, walk, climb, reach with hands and arms, squat, kneel, hear and speak. A considerable amount of bending is required. Must work a 40 hour work week. Pass a mandatory drug test. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.

Environment:

Most work is performed inside and subject to outside with exposure to all kinds of extreme weather conditions and terrain. Select work is subject to occupied units. Subject to cuts, falls, electrical shock, noise, odors, mashed fingers, dust, and related injuries. Safety procedures and protective equipment must be adhered to minimize personnel injury or to others.

**Responsibility for
Safety /Equipment:**

Failure to operate a motor vehicle safely and properly could result in property damage or personal injury. Responsible for all warehouse tools and equipment issued to employee. Responsible for material protection and accountability on each job as issued. Ensure proper installation, mistakes could be costly.

**Resourcefulness &
Initiative:**

Follows well defined procedures and guidelines in duties, and to maintain accuracy and efficient work. Assist in problem solving situations.