



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	971925007	Last Revised:	06/14/2022
Position Title:	Utility Worker / Operator Assistant	Department:	Qualla Housing Services
Reports to:	Manager	Division:	Housing

Primary Function: Performs labor-intensive tasks needed to assist in clearing, grading, and applying erosion controls measures in site development. Operates Infrastructure program equipment and construction vehicles in a safe and proper manner. Performs work as a trainee under qualified and direct supervision.

Job Duties and Responsibilities:
Receives daily instructions from supervisor
Gathers the necessary tools and loads necessary materials needed for the assigned job
Conducts site clearing, including tree removal
Installs erosion control measures such as silt fence, check dams (stone), mulch, synthetic fabrics, riprap, and drainage pipes. Assists in selection and installs measures for tree preservation.
Operates heavy equipment or trucks as a trainee under direct supervision
Operates and/or assists in operating hydro seeding equipment for seeding finished sites
Participates in training, career development and safety programs
Performs all job duties according to established safety guidelines and Tribal policy
Performs other duties as assigned

Education /Experience: High School diploma or equivalent combination of education, technical training and experience and work experience of two (2) years would be required to perform this job. Requires approximately three to six months work experience to become proficient in basic procedures with up to two (2) years necessary to learn all phases of the job.

Job Knowledge: Must possess basic knowledge of residential site construction preparation, including site clearing, grading, and sediment/erosion control practices. Requires some knowledge of equipment such as dump trucks, trailers, and light to heavy construction equipment used in excavation and grading. Requires the ability to read, write, and interpret a wide range of information. Requires the ability to follow written and verbal instructions, and work effectively with the general public as well as co-workers. Requires the ability to successfully complete heavy equipment operation training.

Contact with Others: Incumbent is responsible for the safety of co-workers assigned to projects. Failure to follow proper safety procedures could result in serious injuries to co-workers. Improper use of equipment could slow down project work and cause delays.

Mental /Visual /Physical Effort: Work involves light to heavy lifting of objects, which weigh from 20 to 100 pounds. Must be able to perform heavy manual labor over extended periods of time. Visual acuity is necessary. Must be physically able to perform all tasks involved, such as bending, kneeling, crawling, lifting, walking and climbing.

Environment:

Works primarily in field operations with infrequent visits to office settings. Typically exposed to inclement weather, extreme hot or cold, and dirty conditions, including, but not limited to, hazardous waste, water, and sewage. Must be able to perform tasks in all types of weather.

Resourcefulness & Initiative:

Follows generally well-defined policies and procedures with some ongoing development to meet program changes. Must have ability to manage varied and progressive work tasks. Work is generally repetitive but requires ability to exercise judgment in meeting variable site conditions. Obtain CDL license within two years.

Responsibility for Safety/Equipment:

Responsible for all tools and equipment issued to incumbent. Must be able to recognize and report any major repairs, and damages incurred or required to the appropriate supervisor. Responsible for the safe and prompt delivery of materials assigned to each job when applicable. Proper safety procedures, equipment and practices are required at all times. Works in close proximity to equipment with moving parts, traffic hazards, falling objects, fires from land clearing and petroleum products fueling operations. Exposed to deep trenches and confined spaces. Must follow established safety guidelines and procedures to minimize the risk of injuries.