



Eastern Band of Cherokee Indians

ELECTRICIAN ASSISTANT

Position Description

Program:	Qualla Housing	Reports to:	Supervisor - Plumbing
Division:	Housing	Position Number:	971927001; 971927002
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	8	Safety Sensitive:	Yes

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Perform 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 QHS 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 QHS Policy.
- Responsible for material and equipment signed out
- Assists with building layout, material and labor estimates as requested
- Provides and reports information as requested

Scope of Supervision:

This position is supervised by program leadership. This position is not responsible for supervising others.

Position Description

MINIMUM MANDATORY QUALIFICATIONS

Education: High School Diploma or GED Equivalent required.

Licenses & Certifications: Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. 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.

Key Relationships:

Interact with internal and external customers / clients in a polite and professional manner. 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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined procedures and guidelines in duties, and to maintain accuracy and efficient work. Assist in problem solving situations.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

Previous experience in construction preferred.

WORK ENVIRONMENT

Work 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.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. 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 forty (40) hour work week.

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OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Electrician Assistant** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date