



Eastern Band of Cherokee Indians

LEAD MAINTENANCE TECHNICIAN

Position Description

Program:	Housing Program	Reports to:	Manager – Property
Division:	Housing	Position Number:	9722216021
Classification:	Non - Exempt	Revision Date:	10/01/202
Pay Level:	11	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

Serves as working leader performing carpentry, plumbing, electrical, and maintenance functions on rental units while serving to oversee and coordinate the work of subordinates in this section. Performs a variety of maintenance and grounds keeping procedures in the repair, expansion, and upkeep of Eastern Band of Cherokee Indians HCD rental properties. Assists throughout the Housing Department as needed with projects and performing related work

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Receives general and daily instructions from Housing Services Manager.
 - Receives instructions on assigned projects and makes an assessment of materials, parts, equipment and cost estimates.
 - Purchases and secures necessary parts, materials, and equipment needed to perform work.
 - Performs general building maintenance to rental properties, which would include such procedures as rehab construction and maintenance of rental units.
 - Makes work assignments for maintenance workers.
 - Reports to Program Manager the status of work progress, adequacy of work, and problems encountered and makes recommendations for further and corrective actions. Maintains work scheduled and prioritizes work to be done.
 - Mows grass clears away debris and undergrowth, as necessary. Performs minor repairs to equipment, as needed.
 - Repairs and paints surfaces in appropriate manner using required finish.
 - Uses carpentry skills to repair items such as porches, handrails, windows, doors, walls, roofs, floors, steps, etc.
 - Repairs and installs items using electrical skills such as fixtures, breakers, switches, and wells to also include plumbing skills such as water heaters, faucets, waterlines, wells and commodes.
 - Lays sod, prunes, and trims hedges at all rental units.
 - Uses a wide range of equipment and tools such as weed eater, riding mowers, hand tools, circular saw, Sawzall, nail gun, drills, torches, etc.
 - Oversees and performs clean up and grounds maintenance duties.
 - Completes necessary work order documentation (i.e., project performed, materials used, time, and list any specifics of daily worksheet, etc.)
 - Incumbent is subject to Emergency Call Out 24/7, year-round as needed.
- Maintains a safe and clean work area.

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Scope of Supervision:

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

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Two (2) years of related experience required. Experience to include construction.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires the ability to understand and follow oral and written instructions.
- A knowledge of carpentry techniques and the use and care of both power and hand tools are required.
- A basic knowledge of electrical wiring and work is required.
- Plumbing skills including water supply and sewer is required as are the fundamentals of repair to fixtures.
- Knowledge of HVAC/Heating & Air maintenance and repair preferred.
- Must be able to work as a team member and independently.
- Requires knowledge of basic safety requirements, procedures, and the use of equipment.
- Must have knowledge of how to give reports, both verbal and written.
- Requires the ability to give clear instruction.
- Requires the ability to prepare materials list. Must be able to establish and maintain effective working relationships with coworkers.
- Six to nine months would be required to become proficient in most phases of the job.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. Review of work and subsequent procedures would detect most errors of job functions. However, more serious errors in judgment could result in injury to coworkers, overruns in cost, and inefficient operations within assigned area of responsibility. Failure to make timely and accurate repairs or maintenance could result in unnecessary damage and delays.

Key Relationships:

Interacts with all Housing & Community Development staff, rental tenants and families, general public and other Tribal entities.

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. Judgment and resourcefulness are required to work without direct supervision in a most efficient manner. Encounters varied and unusual circumstances requiring quick response, planning and problem-solving skills. Must communicate and respond appropriately to various 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. Has access to limited confidential data; however, has access to occupied rental units which would be considered confidential. Must adhere to all Tribal confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Job requires coordinating several activities concurrently, problem solving, analysis of circumstances to develop appropriate actions, as well as hands-on-work. Conveys and executes the required daily work schedules of the department. A portion of the work is repetitive and follows an established schedule.

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PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Exposed to a large range of working conditions ranging from inside to outside in all types of weather. Works with or in close proximity to noise, water, dirt, and electrical power with which carelessness could cause injuries ranging from minor to life threatening. Protective safety equipment is sometimes required.

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Close attention to detail is required intermittently with duties. Job duties require physical effort of walking, reaching, bending, climbing, lifting, manual dexterity, visual acuity, and good eye/hand/foot coordination. Must be able to hear and speak effectively.

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 **Lead Maintenance Technician** 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