



Eastern Band of Cherokee Indians

MAINTENANCE UTILITY WORKER

Position Description

Program:	Facility Management	Reports to:	Crew Leader - Maintenance
Division:	Operations	Position Number:	989125004; 989125005; 989125006; 989125007; 989125009; 989125010; 989125011; 989125012; 989125015
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	7	Safety Sensitive:	No

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 EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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

ESSENTIAL DUTIES, FUNCTIONS, & 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.
- Will be on-call (rotation to determine dates)
- Lays sod, prunes, and trims shrubs and hedges at all Tribal buildings.
- Subject to interruptions in person and by phone.
- Responds to emergencies 24/7/, as needed.
- 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 other duties as requested, including special projects from executives.
- Performs duties according to established safety procedures and Tribal policy.

Scope of Supervision:

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

MINIMUM MANDATORY QUALIFICATIONS

Experience: One (1) year of related experience required. Experience to include 1 year in related field or similar position.

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Education: High School Diploma or GED Equivalent required.

Licenses & Certifications: Valid, insurable NC Driver's License required. Must obtain Asbestos Worker and Mold Abatement certifications.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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.
- Six (6) to twelve (12) months of work experience in the position would be necessary 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. 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.

Key Relationships:

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

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 for most duties. Problem solving and creative thinking are required for landscaping and beautification of lawns and building areas.

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

CPR, AED, and Basic First Aid is preferred.

WORK ENVIRONMENT

Work 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. May be exposed to asbestos and/or mold. Must wear safety protective gear at times.

Mental/Visual/Physical Effort: Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Must be able to occasionally lift up to 150 lbs. Moderate to heavy physical effort is required much of the time depending on duties

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being performed. Job requires ability to climb, reach, bend, and kneel. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. Must be able to speak and hear.

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 **Maintenance Utility Worker** 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