



Eastern Band of Cherokee Indians

SENIOR UTILITIES ENGINEER

Position Description

Program:	Water & Sewer O & M	Reports to:	Manager – Water & Sewer O & M
Division:	Operations	Position Number:	981538001
Classification:	EXEMPT	Revision Date:	03/17/2023
Pay Level:	19	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

The primary function of this position is to act as a Lead Civil Engineer and provide supervision and leadership for the department in performance of technical operations, construction, maintenance and repair procedures on the water distribution system and the wastewater collection system for the Water and Sewer Programs. Duties include those typical of a principal engineer in the private sector such as construction engineering, design, contract negotiation and award, project planning, scheduling staff and workload, contracting, technical writing, compliance, budgeting project and financial management. The incumbent is responsible for the overall operation of the assigned areas that may include a combination of construction engineering, utilities design and management, soil mechanics, materials science, maintenance, traffic-operations, traffic-development, rights-of-way, bridge and roadway design, environmental compliance and infrastructure planning. The incumbent is also responsible for compliance with applicable federal, state, funding, or other agency requirements and regulations. The incumbent is responsible for ensuring all activities relating to the program are accomplished in such a way that the goals, objectives, and policies of the EBCI are implemented. The incumbent is responsible for maintaining the program's one- and five-year strategic plans.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Assigning project designs to engineering firms and tracking progress through completion.
- Engineering design including plans, specifications and technical reports for tribal infrastructure projects including roads, utilities, bridges, residential foundations, retaining walls and other traditional civil engineering designs as may be needed to accomplish the goals of the program.
- Reviews and approves Plans, Specifications and Estimates (PS&E) prepared by consulting firms for acceptance and conformance to EBCI standards and contract requirements.
- Assist as needed to ensure that installation and/or repairs of utilities, roadways, driveways, or bridges meet with plans, specifications and / or standard North Carolina Department of Transportation (NCDOT) specifications.
- Coordinates with NCDOT for construction and/or maintenance operations on roadways maintained by NCDOT.
- Meets with local inspectors, county, state, federal and other officials to resolve project related problems.
- Ensures compliance with environmental requirements, including National Environmental Policy Act (NEPA), Corps of Engineers, EBCI Office of Environment and Natural Resources, and THPO.
- Maintains and upgrades EBCI Water and Sewer Operations and Maintenance standard specifications, standard drawings and maintenance procedures.
- Develops contractual agreements and construction bid documents for various Tribal Operations programs.
- Coordinates with the office of Tribal Reality and assists with obtaining rights of way for projects as needed.

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- Prepares Request for Proposals, advertises project for let to contractors, reviews bids by contractors, prepares contracts in accordance with the requirements of the EBCI programs and TERO requirements.
- Prepares quarterly project update reports for the Tribal Finance department.
- Development and evaluation of technical proposals for engineering or environmental services not provided by the program staff.
- Development and maintenance of billing and fee structures for staff to charge time to projects.
- Identifies prospective project funding alternatives and provides technical support data for funding requests and grant proposals.
- Provides field engineering support to construction programs in order to identify and resolve construction related issues and conflicts that may not have been shown on the plan drawings.
- Develops construction alternatives and drafts necessary contractual changes for projects when a change of conditions changes the original project plan.
- Evaluates training needs of staff and develops a training plan to address those needs in a timely manner.
- Communicates extensively with staff outside the program for coordination of construction project timelines, funding, construction permits and regulatory agency review/compliance.
- Directs the design of all projects within the program.
- Assumes the role of “responsible engineer” by directing design projects and signing and sealing the final plans and specifications.
- Approves quantities and payments to contractors for technical services provided under program contractual agreements.
- Assist with interviews, hires, supervision and training for new employees.
- Trains, develops and assists technical and clerical support staff.
- Works cooperatively with other program managers in consultative forum to jointly prepare program goals and objectives.
- Performs any additional functions as delegated by the Manager of the Water and Sewer O&M department.
- Supervise up to 30 employees in the absence of the Manager – Water & Sewer O&M periodically.
- Performs a variety of research, analytics, data management, and other work as requested to assist with the completion of audits, investigations, and other special projects.

Scope of Supervision:

This position is supervised by program leadership. Supervises assigned personnel.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Five (5) years of related experience required. Experience to include progressively responsible capacity in an engineering field, applying principles of utilities design, building construction, highway maintenance, construction, development, and traffic engineering, managing engineers and technical support staff.
- Education:** Bachelor’s degree in Engineering or related field required.
- Licenses & Certifications:** Valid, insurable NC Driver’s License required.
Licensure in the state of NC as a Professional Engineer in good standing.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of engineering design standards for planning and design of roads, water, sewer, buildings, and housing infrastructure projects.
- Knowledge of the functions, responsibilities, policies, and goals of the Division and subordinate programs.
- Knowledge of Tribal policies for purchasing records management, assessment, collections, and information systems.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, legal documents, safety rules, operating and maintenance instructions, and procedures manuals.

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- Ability to write technical reports and correspondence in a clear and concise format for the benefit of compliance officials.
- Ability to respond to inquiries from regulatory agencies.
- Ability to write routine reports and correspondence.
- Ability to effectively present information upon request to the Executive Committee, Tribal Council, and Secretary of Administration.
- Ability to apply principles and logical or scientific thinking to a wide range of intellectual and practical problems.
- Must have experience in developing and implementing policies and procedures.

Safety/Accuracy Focus:

The effect of the work required in this position is reflected in the physical and infrastructure development of the EBCI and EBCI trust lands in the areas of health, safety, economic development, environmental protection, and the general quality of life for residents. An extremely high level of accuracy is required when performing design work for public infrastructure to ensure the general safety of local residents and visitors to the area. It is imperative that the incumbent maintain accurate records for management and billing of services to programs and projects as these are administrative procedures that can impact grant compliance and future funding awards. Incorrect procedures could have significant implication with more serious failures compromising natural resource integrity, grant awards and in some cases employee safety.

Key Relationships:

The incumbent must communicate on a daily basis with local agencies, program staff, and other pertinent Tribal divisions and programs. Frequent contacts related to various aspects of design, construction, and grant compliance, are required to ensure proper program direction and completion of program goals and objectives. Contact with other organizations including State, Federal and local educational and recreational programs are required. This incumbent must be comfortable with both oral and visual presentations necessary to communicate program specific information to a wide variety of individuals and organizations. Incumbent must ensure fairness and equality when dealing with all levels of employees, vendors, and community members.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

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. The incumbent is responsible for highly confidential material including economic development planning materials, government reports, financial information, bid documents and more. The incumbent has access to, grant agreements, and other Tribal correspondence considered confidential. A high degree of discretion must be used when considering what information should be shared. Must adhere to Tribal confidentiality policies while performing job duties.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Managerial and administrative skills are required due to interaction with other Tribal Programs as well as Federal and State agencies. Development of formal reports to document progress or achievement of milestones is required for Tribal and Federal agencies. People skills are required to effectively address the public at community meetings, update Tribal management, and to achieve program goals. The incumbent must be versed in a broad range of related media programs as well as other programs. The technical level of expertise required is beyond that required by most professional and Tribal Offices. A working knowledge of computer and specific software manipulation is used daily.

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PREFERRED QUALIFICATIONS

Experience in water and sewer utility design, construction and maintenance of water distribution and sewer collection systems. Licensure in the State of NC as a licensed land surveyor preferred. Licensure by the Bureau of Land Management as a Federal land surveyor preferred.

WORK ENVIRONMENT

Work Environment: Most work activities are performed in a standard size office with technologically advanced equipment including computer terminals, digitizers, modems, etc. A portion of the work activities will be performed outdoors. The physical risks to performance in this position are standard risks associated with extended time spent at computer terminals. Outdoor physical risks include standard construction site risks, sprains, strains, insect, and animal bites, etc.

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Concentration varies from high to intense depending on the task. While performing job duties, the incumbent is routinely required to walk, sit, stand, climb, bend, crawl, reach with both hands and arms, speak, and hear. The incumbent is required to perform physical activities associated with this position with a high majority of time spent at a computer terminal. Some time outdoors will be required gathering data, visiting work sites and other related media sites with contractors, vendors, and staff.

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 **Senior Utilities Engineer** 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