



Eastern Band of Cherokee Indians

MAINTENANCE TECHNICIAN

Position Description

Program:	Housing Program	Reports to:	Manager – Property
Division:	Housing	Position Number:	972225005; 972225006
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	9	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

Performs a wide range skilled maintenance, carpentry, plumbing, and electrical procedures in the modification and upkeep of the clients' homes. Assists throughout the Housing Department as needed with projects and performing related work.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Receives general and daily instructions from HELP supervisor.
- Receives instructions on assigned projects and makes an assessment of materials, parts, equipment, and cost estimates.
- Purchases and secures necessary parts, materials, and equipment to perform needed work.
- Carries out work assignment in most efficient and safe operation.
- Performs general building maintenance to client homes which would include such procedures as new construction/installations and remodeling of existing homes.
- Uses a wide variety of hand and power tools such as circular saw, Sawzall, nail gun, drills, torches, and pump puller.
- Repairs and paints surfaces in appropriate manner using required finish.
- Uses carpentry skills to repair and build items such as porches, HC Ramps, handrails, windows, doors, walls, roofs, floors, HC showers, steps, etc.
- Repairs and installs items using electrical skills such as fixtures, breakers, switches, and wells.
- Repairs and installs items using plumbing skills such as water heaters, faucets, water lines, wells, and commodes.
- Maintains a clean and safe work area.
- Incumbent is subject to Emergency Call Out 24/7 year-round as needed.
- Performs job duties according to established safety guidelines and Tribal policies.

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 employment in the construction and technical trades.
- Education:** High School Diploma or GED Equivalent required.

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Licenses & Certifications:

Valid, insurable NC Driver's License required. Must be CPR and First Aid certified.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires the ability to understand and follow oral and written instructions.
- Must have the ability to read and interpret building plans and sketches.
- A knowledge of carpentry techniques and the use and care of both power and hand tools is required.
- A basic knowledge of electrical wiring and work is required.
- Plumbing skills including water supply and sewer is required as well as the fundamentals of repair to fixtures.
- Knowledge of policies and procedures applicable to job duties is essential as is related safety procedures, regulations, and proper use of assigned safety gear.
- Must be able to work as a team member as well as independently.
- Requires the ability to prepare materials list. Knowledge of proper disposal of construction materials is necessary (i.e., roofing shingles).
- Three to six 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. Performs preventative maintenance, cleaning, and basic repair to a wide range of tools and equipment including: trucks, saws, drills, nail guns, etc. works with equipment which could be damaged if improperly used and not maintained. Failure to complete assigned duties correctly could result in damage to equipment, client and Tribal property, rework or costly overrun.

Key Relationships:

Frequently works in close contact with co-workers or in the vicinity of clients where safety procedures must be followed 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. Judgment and resourcefulness are required to work without direct supervision and 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.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment:

Works in all types of environments both inside and outside. Could have intermittent exposure to noise, dust, odors, inclement weather, messy conditions, etc. Proper safety procedures, equipment, and practices are required at all times. Has exposure to a variety of hazards including equipment with moving parts, vehicle fluids, projectiles from saws, pesticides, chemicals, bio-hazard material, wastewater, cuts to hands, falls, back strain, mashed foot or hands, and electrical shock. Following established safety guidelines and procedures would minimize the likelihood injuries.

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**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Close concentration is needed to assure quality completion of work assigned. Job duties require physical effort of walking, standing, sitting, reaching, bending, climbing, crouching, 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 **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