



Eastern Band of Cherokee Indians

MAINTENANCE TECHNICIAN

Position Description

Program:	HELP	Reports to:	Lead HELP Technician
Division:	Education	Position Number:	901925014; 901925015; 901925016; 901925017; 901925018; 901925019; 901925021;
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 EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Performs as wide range of skilled maintenance, carpentry, plumbing, and electrical procedures in the modification and upkeep of the client's homes.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Receives general and daily instructions from HELP Supervisor.
- Receives instructions on assigned projects and makes and assessment of materials, parts, equipment, and cost estimates.
- Purchase 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 a circular saw, Sawzall, nail gun, drills, torches, and a pump puller.
- Repairs and paints surface in appropriate manner using required finish.
- Uses carpentry skills to repair and build items such as porches, handicapped ramps, handrails, windows, doors, walls, roofs, floors, handicapped 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 not responsible for supervising others. Works under the general guidance and supervision of the HELP Supervisor where goals and objectives are clearly outlined.

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MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience required. Experience to include 1 year in construction and technical trades.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must be CPR and First Aid certified within six (6) months of employment.

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.
- Knowledge of carpentry techniques and the use of care of both power and hand tools is required.
- A basic knowledge of electrical wiring and fundamentals of repair to fixtures.
- Knowledge of policies and procedures applicable to job duties is essential as is related safety procedures, regulations, and the proper use and wearing of safety equipment.
- Must be able to work in a team environment, as well as independently.
- Requires the ability to prepare a material's list.
- Knowledge of proper disposal of construction materials (i.e., roofing shingles).

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, tenant, and Tribal property, rework or cost overrun.

Key Relationships:

Interact with internal and external customers /clients in a polite and professional manner. Frequently works in contact with co-workers of in the vicinity of clients where safety procedures must be followed to prevent injury to self and 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 in job duties with minimal supervision. Judgement 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 client files which are considered confidential. Must adhere to all Tribal confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

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WORK ENVIRONMENT

- Work Environment:** Exposed to both office and outside job conditions. Often encounters inclement weather, noise, dust, odors, messy, and unpleasant work conditions which could be present for brief or extended periods of time.
- Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Close concentration is needed while performing job duties. 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