



Eastern Band of Cherokee Indians

ROUNDS TECH/OPERATOR

Position Description

Program:	Water Treatment	Reports to:	SUPERVISOR - – WTP Maintenance Technician - Water Treatment Plant
Division:	Operations	Position Number:	981725001; 981725002
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	9	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 daily inspection of all facilities in the Water Treatment system. This includes Pump Stations, Water Treatment Plant/Well Systems, etc. This is to insure continuance of operations of systems. As part of daily inspection procedures, water samples are collected at various sites throughout the system. Complies with all applicable local, state and federal regulations, ordinances, policies and permits.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Meets with supervisor and coworkers to review/discuss projects, work orders, receive instructions and job assignments. Notifies proper personnel of any problems occurring within the system.
- Prepares for job assignments by reviewing work orders, researching system map and related documents, engineering prints, schematic maps and/or project files.
- Selects supplies and equipment based on geography location, nature, and scope of the job.
- Checks equipment and personal safety/protective devices to ensure safe operation and proper working order.
- Dresses out with appropriate safety gear such as safety vest, hard hat, gloves, safety glasses and hearing protection prior to the start of the project.
- Performs a variety of maintenance and repair duties on the water system, pump stations and lift stations.
- Performs a variety of operational duties such as flow and line flushing and isolation of water line leaks.
- Assists customers with a variety of service-related inquiries, investigates customer complaints and problems and takes appropriate action to resolve them within departmental guidelines.
- Performs final clean up, grounds maintenance and landscaping duties.
- Completes necessary documentations (i.e., project performed, materials used, time, and lists of any specifics of job).
- Participates in training and safety programs, including well operator's certification and OSHA certifications, as required.
- Performs lab tests as required and necessary.
- on call to respond to emergencies

Scope of Supervision:

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

Position Description

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience required.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. NC Grade "C" Water License within 2 years of hire date.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires the ability to read and interpret documents, OSHA, and safety regulations, operating and maintenance instructions, and procedure manuals.
- Must have the ability to speak and communicate effectively with customers and coworkers.
- The ability to read maps and knowledge of Cherokee Reservation geography is essential.
- Requires the ability to organize work, complete and update all written documentation pertaining to project, follow verbal and written instructions, work effectively with the public, coworkers and independently.
- Requires skill in the use of a wide range of equipment.
- Within 2 years of hire date must obtain Class C Water Surface Operator Certification.
- 6 months to 1 year 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. Performs preventative maintenance, cleaning and basic repair to a wide range of equipment used on the job. Works with equipment, which could be damaged if not properly used and maintained. Must be able to identify and predict serious problems with tools/equipment and notify the crew leader. Works with a public system, which can affect the community and system operations. Failure to complete tasks properly could cause contamination of potable water resulting in possible sickness or death to its users. Improper handling materials could result in damage to the distribution system and result in increased cost to the department and have far reaching effects on customers and other utility systems.

Key Relationships:

All employees are responsible for the safety of the crew. Carelessness on the part of an employee may result in injury to others. Performs work assignments in cooperation with coworkers where failure to complete tasks efficiently could affect the productivity of all.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows and carries out instructions in either written or oral diagram form. Deals with problems involving numerous variables in a variety of situations and often investigates complaints and takes appropriate action to resolve problems according to department guidelines. Must have the ability to deal with complex and varied work tasks involving technical evaluation, planning, and problem solving.

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.

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WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work environment. Exposure to all types of weather extremes (cold to hot) and frequently to muddy, wet conditions. Works with varying levels of noise from moderate to very loud. Proper safety procedures, equipment and practices are required at all times. Has exposure to deep trenches and confined spaces, works within close proximity to hazardous chemicals and airborne particles. Has contact with gases, electricity, explosives, heavy equipment with moving mechanical parts, and occasional contact with wastewater. Operates motorized vehicles at job sites and in public traffic.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Work involves light to heavy lifting frequently in excess of more than 100 pounds. Job duties also require standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, hearing, and speaking. Frequently requires the use of hands to manipulate objects, tools, or controls. Requires visual acuity and manual dexterity.

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 **Rounds Tech/Operator** 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