



# Eastern Band of Cherokee Indians

## MANAGER - CONSTRUCTION

### *Position Description*

<b>Program:</b>	Tribal Construction	<b>Reports to:</b>	Director - Infrastructure & Public Facilities
<b>Division:</b>	Operations	<b>Position Number:</b>	980014001
<b>Classification:</b>	Exempt	<b>Revision Date:</b>	03/19/2024
<b>Pay Level:</b>	16	<b>Safety Sensitive:</b>	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

Oversees and directs the technical operations, construction, and repair procedures in the expansion and upgrading of systems for potable water distribution and wastewater collection. Manages line operations in the most efficient and cost-effective manner. Seeks program funding for various projects, tracking them to ensure they are within budget and within schedule time frames.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Directs and oversees the planning and coordination of construction operations for potable water distribution and wastewater collection line systems.
- Meets with subordinates to review projects, evaluate problems, develop priorities, and make recommendations for department activities.
- Provides assistance as needed through technical advice, training, problem solving and consultations on specific work.
- Prepares department and project budgets; makes recommendations for the purchase of new equipment, replacement of equipment, etc.
- Oversees the purchasing and warehousing of department materials (Inventory).
- Oversees the reporting/documentation of department operations and activities.
- Prepares finance reports as necessary.
- Responds to unusual public complaints/situations and represents the Tribal Utilities position on policy and procedure matters.
- Ensures that department personnel and activities are in compliance with all funding sources: Local, State and Federal Guidelines such as Tribal, OSHA, IHS, EPA, etc.
- Recommends the selection, promotion, termination, and disciplinary actions of department personnel.
- Completes "competent person" training and OSHA safety certifications, as required.
- Coordinates training of employees to ensure certification needs of the Program are met.
- Keeps Director of Infrastructure & Public Facilities informed of construction activities, unusual situations, and maintains appropriate communication.
- Drafts, develops, and implements contracts for construction related projects.

## Position Description

- Oversight and scheduling for a workforce of 50 (+/-) construction workers.
- Oversees construction of but limited to; Community water and sewer line expansions, individual residential water and sewer systems, Housing Division/Qualla Housing sites excavation, and building pads or parking areas for Tribal projects.
- Oversees operation and materials of the Tribal inventory yard including pipe, gravel stockpile, utilities construction components, erosion control materials, etc.
- Oversees operation and materials from gravel crusher and screening operations.
- Plans, schedules, and oversees tree removal from around homes and roads that may impact resident safety.
- Oversees repairs for individual water and sewer systems with 24/7 on-call staff.
- Schedules and oversees excavation and covering of graves for Tribal members.
- Receives applications and approves services for I H S scatters sites water and sewer facilities.
- Reads and interprets plans and specifications for engineered projects.
- Seeks out and identifies potential projects that are within program expertise; seeks funding as required.
- Prepares and maintains all necessary documentation once funding is obtained.
- Maintains "On Call" status at all times. This position shall respond immediately to Emergency Calls or requests from chain of command 24 hours a day- 7 days a week.
- Position is expected to work, as requested by chain of command, on emergency/weather related events.
- Performs all duties according to established safety guidelines and Tribal policy.
- Performs other duties as assigned.

### Scope of Supervision:

Has the responsibility for the daily operations, efficiency and productivity, and is accountable for the budget and personnel. Carries out supervisory responsibilities in accordance with Tribal policies and procedures, and applicable laws. Duties include the interviewing, hiring, training, evaluating, disciplining, and promotion of employees. Oversees the daily activities of 49 or more employees.. Works under the general direction of the Director - Infrastructure & Public Facilities. Overall goals, objectives, and job parameters are defined and must function within established regulatory guidelines. Latitude is given for the development of plans and strategies to achieve successful results.

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	Five (5) years of related experience required. Experience to include construction management, staff supervision, working with water distribution/wastewater collection systems, budgeting, long-term planning and project close-out procedures, and contract development.
<b>Education:</b>	Bachelor's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: five (5) years with a High School Diploma/GED equivalent; or three (3) years with an Associate's Degree.
<b>Licenses &amp; Certifications:</b>	Valid, insurable NC Driver's License required. Must have or obtain North Carolina CDL – B within one year of hire date.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Must have a thorough knowledge of the procedures, policies, and practices of the Tribal Construction Department.
- Must know the line requirements of water distribution and wastewater collection systems.
- Must be knowledgeable of applicable, local, state, and federal regulatory ordinances, guidelines, and permits including OSHA and EPA.
- Requires the ability to read and interpret engineering prints/schematics, and technical specifications.
- Requires the ability to perform administrative tasks for the department.
- A knowledge of basic accounting practices, finance, budgeting, planning and project close-out procedures is required.
- Applicant must have ability to draft and present contracts for construction and be able to understand and follow the tribal procedures for soliciting contracts/bids/proposals.

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- Must have experience and knowledge of soliciting grant funding, grant reporting, and the NEPA related aspects of working with federal dollars on federal trust land.
- Must have good communication skills both written and verbal.
- Must know budgetary and inventory requirements of the department.
- Must have effective supervisory skills to successfully interact with department personnel.

### Safety/Accuracy Focus:

Gives approvals to subordinates on situations where errors could be costly to repair, detrimental to public relations or hazardous to employee safety.

### Key Relationships:

Interacts frequently with coworkers, professionals, and customers in the exchange of information and technical discussions. Must interface with others using tact, courtesy, and professional conduct to maintain a positive working relationship.

### 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. Has access to personnel files, employee related information, and management discussions, and departmental budgets that should not be disclosed. Must adhere to all Tribal confidentiality policies and procedures.

### Complexity of Duties:

This position includes completing tasks of varying complexity levels. Deals with varied situations requiring the evaluation of circumstances, problem solving, the development and implementation of an appropriate action or response. Encounters unusual and non-routine situations.

## PREFERRED QUALIFICATIONS

Skill and ability to operate all department equipment is preferred.

## WORK ENVIRONMENT

**Work Environment:** Works in a normal office environment with frequent visits to field operations. Could have exposure to inclement weather, extreme hot or cold, and messy working conditions, or occasional hazardous situations where all safety procedures must be followed.

**Mental/Visual/Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Normal mental activity is required with close mental concentration necessary while solving problems, planning, and coordinating department activities. Visual acuity with the ability to see colors is required. Physical requirements of the job include the ability to stand, walk, sit, climb, stoop, kneel, and reach with hands and arms. Manual dexterity is required with good hand/eye/foot coordination. Must use the sense of smell and be able to speak and hear. Emergency situations and fast response decisions could occur.

## 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.

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- 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 **Manager - Construction** 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*