



Eastern Band of Cherokee Indians

SUPERVISOR - CONSTRUCTION

Position Description

Program:	Tribal Construction	Reports to:	Manager - Construction
Division:	Operations	Position Number:	980016001
Classification:	Exempt	Revision Date:	10/01/2022
Pay Level:	14	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 EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Assists the Assistant Manager - Tribal Construction with the daily operations, construction, maintenance, and repair procedures in the expansion and upgrading of the potable water distribution and wastewater collection.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Assists the Manager - Construction and Assistant Manager with the daily operations of the department.
- Checks attendance of the Tribal Construction personnel.
- Assists with the preparation of daily work schedules as well as with the Indian Health Services with site inspection.
- Works closely with State DOT, traffic control, county inspectors, and property owners throughout the planning, construction, and final inspection of projects.
- Assures department personnel and activities are in compliance with all local, state and federal guidelines.
- Oversees progress of project work crews to ensure work is progressing in a timely and correct manner.
- Assists Manager and Assistant Manager with daily forms and records such as payroll, invoices, right of way, mapping, etc. as needed.
- Assists Assistant Manager by responding to unusual customer situations and represents the Tribal Construction Department position on policy and procedure matters as necessary.
- Oversees projects that are off the reservation in surrounding counties and ensures all applicable warning signs are posted at job sites.
- Assists work crews in any way necessary to facilitate efficiency, productivity and ensure quality of work.
- Maintains "On Call" status at all times to respond to emergencies/weather situations, is considered essential personnel and required to respond appropriately.
- Ensures all personnel are aware of safety equipment available and knowledge in its use.
- Completes "competent person" training and related OSHA safety certifications as required.
- Operates equipment such as backhoe, track hoe, trencher, packer, road bore machine, surveying equipment, etc., as needed.
- Wears proper safety equipment to suit the task such as safety shoes, safety gloves, hard hat, etc. Performs job duties according to established safety guidelines and Tribal policies.

Position Description

Scope of Supervision:

This position is supervised by program leadership. This position is responsible for supervising assigned personnel.

MINIMUM MANDATORY QUALIFICATIONS

Experience: Three (3) years of related experience required. Experience in water distribution and waste water collection and supervisory.

Education: Associate'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: 3 years with a High School Diploma/GED equivalent.

Licenses & Certifications: Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires full knowledge and understanding of water distribution and wastewater collection systems.
- Requires the skill necessary to operate all department equipment.
- Must be knowledgeable of all applicable local, state, and federal regulatory ordinances, guidelines and permits.
- Must have good communication skills both written and verbal.
- Must be able to interact successfully with department personnel and operate with effective supervisory skills. Must be able to represent the department to the public in a tactful and professional manner.
- Completion of "competent person" and related OSHA certifications is required.
- Must possess a valid North Carolina driver's license.
- 3 to 6 months in the position is required to become proficient in most phases of the job.
- Must have good computer skills with Microsoft Office/typing skills.

Safety/Accuracy Focus:

Gives approval on situations where errors could be costly to repair, detrimental to customer 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 tact, courtesy, and professional conduct.

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 that should not be disclosed. Must adhere to all tribal confidentiality policies and guidelines.

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 response or action. Encounters unusual and non-routine situations.

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PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Works outside with some time spent in a normal office environment. Exposure to inclement weather, extreme hot and cold, dust, fumes, dirty, wet, muddy, or occasional hazardous conditions 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, operating equipment, 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 eye/hand/foot coordination. Must 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.

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 **Supervisor - 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