



Eastern Band of Cherokee Indians

WOOD CUTTER

Position Description

Program:	Family Support Services	Reports to:	Manager - Family Support Services
Division:	Public Health & Human Services	Position Number:	901130001; 901130002
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	6	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

Maintain a stockpile of logs and split wood, perform daily maintenance on tools and equipment as needed, deliver wood to clients in a timely manner to include a maintaining list of local log yards with available logs for sale.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Maintain a stockpile of split wood and complete daily wood delivery report to include keeping record of wood/log delivery.
- Maintain a stockpile of logs and keep an inventory on all supplies, tools, and equipment.
- Deliver wood to approved applicants in a timely manner.
- Keep all equipment in good working order by providing daily maintenance.
- Keep wood yard floor free of large debris, sludge and wood chip/saw dust build up.
- Maintain a safe working environment.
- Monitors volunteers, church groups, and court ordered community service participants, overseeing their safety.

Scope of Supervision:

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

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Three (3) years of heavy equipment operation, power saw, wood splitter experience required.
- Education:** High School Diploma or GED Equivalent required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

Position Description

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must be knowledgeable in the operation of chain saws, wood splitters, etc.
- Must have knowledge of equipment maintenance and small engine repair.
- Must have knowledge and ability to operate heavy equipment such as track hoe, backhoe, and excavator, and run power equipment and sharpen chain on saws.
- Strict adherence to safety procedures and use of safety equipment is required to prevent injury to self or others.
- One (1) to three (3) years is 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. Maintains equipment such as saws wood splitters, etc. Close monitoring of equipment operation should reveal problems. Equipment must be functioning properly and safely at all times. Failure to make timely and accurate repairs or maintenance could result in unnecessary damage and delays.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Works close to or in conjunction with others frequently.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Self-motivated and able to work without close supervision.

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: This position can involve exposure to various hazards in the work environment. Work is performed in an outside environment to inclement weather, extreme heat, cold, dust, must and unpleasant odors to also include a high degree of noise, rain, and snow. Exposure to heavy equipment with moving mechanical parts. Exposed to various hazards which could result in cuts to hands, feet, eye injury, falls, back strain, etc. Proper safety procedures, and equipment practices are required at all times. Following established safety guidelines and procedures, such as wearing safety glasses, hard hat, safety boots, chaps, hearing protection and gloves, would minimize the likelihood of injuries.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Moderate to heavy physical effort is required in most aspects of the job. The job requires the ability to walk, climb, reach, bend and kneel. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. Must be able to speak and hear.

Position Description

OTHER	
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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 **Wood Cutter** 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