



Eastern Band of Cherokee Indians

SUPERVISOR - SB & CC BUILDING MAINTENANCE

Position Description

Program:	SB & CC Building Maintenance	Reports to:	Manager – Housing/HELP/Building Maintenance
Division:	Snowbird & Cherokee County	Position Number:	904016001
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	12	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 a wide range of technical and administrative tasks. Serves as a working leader performing carpentry, plumbing, electrical, and maintenance functions on Tribal facilities and property for the Eastern Band of the Cherokee Indians while serving to oversee and coordinate the work of subordinates in the program. Works with SB/CC HELP Supervisor - Housing to prioritize and complete high importance projects and requests relating to projects in the community. The facilities and grounds of the SB/CC Services division shall be the first priority of the program.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Supervises and participates in the work of Facilities personnel engaged in maintenance and construction projects improving conditions of facilities of the Tribe.
- Receives general instructions from Housing, HELP, and Building Maintenance Manager.
- Makes work assignments for the electricians, plumbers, carpenters, and maintenance utility and carpenters, utilizing manpower for the most efficient and safe operation.
- Trains new employees of the program in the proper, efficient, and safe working methods and habits of their assigned field of operation.
- Reports status of work progress, adequacy of work, and problems encountered back to the Manager, and makes recommendations for further corrective actions.
- Maintains daily records, reports, and logs as required. Approves purchases and prepares requisitions for payment.
- Uses a wide variety of hand and power tools such as circular saw, Sawzall, nail guns, and drills, etc.
- Repairs and builds items using carpentry skills such as walls, ramps, handrails, windows, doors, and roofs, etc.
- Repairs and installs items using plumbing skills such as hot water heaters, faucets, water lines, wells, and commodes.
- Maintains work schedule and prioritizes work to be done.
- Incumbent is subject to emergency call out, as needed. Required to attend any related meetings as requested by the Manager.
- Performs job duties according to established safety guidelines and Tribal policies.

Scope of Supervision:

Position Description

Supervises the work activities of four (4) or more subordinates. Works under the general guidance of the Housing/ HELP/Building Maintenance Manager where goals and objectives are clearly outlined. Has latitude for daily operations and coordinating the flow of work within the assigned area. Refers unusual circumstances and situations to Manager.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Five (5) years of related experience required. Experience in the construction trade.
- Education:** High School Diploma or GED Equivalent required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required. Must possess CPR/First Aid Certification.

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.
- A knowledge of carpentry techniques and use and care of both power and hand tools is required.
- The ability to wire construction projects, both new and existing, is required along with knowledge of basic electronics.
- Plumbing skills including water supply and sewer are required as well as the fundamentals of repair to fixtures and appliances.
- Requires knowledge of basic safety requirements, procedures, and the use of equipment.
- Must have knowledge of how to give reports, both verbal and written.
- Requires the ability to give clear instructions.
- Must be able to work together as a team member as well as independently.
- Requires the ability to prepare materials lists.
- Must be able to establish and maintain effective working relationships with coworkers.
- Six (6) to nine (9) months in the position would be necessary to become proficient in most aspects of the job.

Safety/Accuracy Focus:

Review of work and subsequent procedures would detect most errors of job functions. However, more serious errors in judgment could result in injury to coworkers, overruns in cost, and inefficient operations within assigned area of responsibility.

Key Relationships:

Interact with internal and external customers/clients in a polite and professional manner. Interacts with all Building Maintenance employees, staff, clients and families, public, and other Tribal entities.

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 minimal access to information which would be considered confidential. Must adhere to all Tribal confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Job duties require coordinating several activities concurrently, problem solving, analysis of circumstances to develop appropriate actions, as well as hands-on-work.

PREFERRED QUALIFICATIONS

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No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Exposed to a wide range of working conditions ranging from inside to outside in all types of weather. Works with or in close proximity to noise, water, dirt, and electrical power with which carelessness could cause injuries ranging from minor to life threatening. Protective safety equipment is always required.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Close attention to detail is required intermittently with duties. Job duties require physical effort of walking, reaching, bending, climbing, 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 **Supervisor - SB & CC Building Maintenance** 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