



Eastern Band of Cherokee Indians

PROJECT COORDINATOR - INFRASTRUCTURE

Position Description

Program:	Infrastructure	Reports to:	Manager - Infrastructure
Division:	Housing	Position Number:	974642501; 974642502; 974642503
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

Assists in managing the development, design, construction, and maintenance of house sites. Obtains basic data for evaluation of road location, utilities placement, storm water drainage, and erosion control systems. Coordinates and inspects work of independent contractors and Infrastructure crew for adherence to plans.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Assists in the design and development of new house sites both single and multiple units.
- Meets with supervisor and co-workers to review/discuss projects, work orders, receive instructions and job assignments. Coordinates the scheduling of maintenance activities relating to all Infrastructure projects, including past development with the infrastructure crew.
- Assists in preparation of construction plans, and schedules environmental impact studies and project designs.
- Visits sites to obtain basic data for design and to check on work progress during construction.
- Assists in performing final construction inspections, and monitors construction progress to ensure conformance with engineering plans, specifications, and safety standards.
- Provides input for the reporting/documentation of group operations and activities.
- Provides input and preliminary recommendations for the purchase of new equipment, replacement of equipment, etc.
- Makes preliminary contacts with contractors. Responsible for taking contractors to job sites, preliminary cost estimating of job sites and preparing contracts. Conducts inspections of job sites to determine the work progress.

Scope of Supervision:

This position is not responsible for supervising others. Incumbent reports to the Manager - Infrastructure. Works closely with Infrastructure Development team.

MINIMUM MANDATORY QUALIFICATIONS

Experience: Five (5) years of experience in a construction related field required.

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.

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

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Required to possess a detailed knowledge of residential site construction and materials including foundations and placement of modular and manufactured homes.
- Must have technician-level knowledge of engineering practices in site grading, erosion control, foundations, surveying, site layout, and job estimating.
- Must be able to read and interpret survey drawings, including boundary and topographic information.
- Requires knowledge of computer skills in spreadsheets and CAD software.
- Must have knowledge of heavy equipment operations and ability to recognize proper and efficient use of site construction equipment.
- Requires ability to organize work completely and update all written project documentation.
- Requires ability to read and interpret documents, OSHA, and safety regulations, operating and maintenance manuals, and procedure manuals.
- Must have the ability to communicate effectively with applicants and co-workers.

Safety/Accuracy Focus:

Results of work should be correct and require only minor changes after checking by Department Manager. Inspections reports must be complete and will be relied upon for decisions on payments and for directions on work progress.

Key Relationships:

Interacts with co-workers 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. Deals with varied situations requiring the evaluation of circumstances, problem solving, and the development and implementation of an appropriate action or response. Must deal with routine and non-routine conditions that require ability to recognize potential problems and request technical assistance from the appropriate source.

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. May receive information in the course of work regarding personnel data, employee-related information, and management discussions, and departmental budgets that should not be disclosed. Must adhere to all Tribal confidential policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Evaluate and solve various circumstances and situations as encountered.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: Works in a normal office environment but with frequent visits to field operations. Will have exposure to inclement weather, extreme hot or cold, and occasional hazardous situations requiring safety procedures.

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**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Incumbent must be able to work indoors and outside in all weather conditions in mountainous terrain. Normal mental activity is required with ability to concentrate is necessary while solving problems, planning, and coordinating crew and contractor activities. Visual acuity with the ability to see colors is required.

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 **Project Coordinator - Infrastructure** 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