



Eastern Band of Cherokee Indians

PIPE FITTER

Position Description

Program:	Tribal Construction	Reports to:	Manager - Construction
Division:	Operations	Position Number:	980024501; 980024502; 980024503; 980024504; 980024505; 980024506; 980024507; 980024508
Classification:	Non - Exempt	Revision Date:	03/27/2024
Pay Level:	9	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 EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Performs various operations in the construction and repair procedures to expand and upgrade the water distribution system and the wastewater collection system in the most efficient and cost-effective manner possible. Complies with all applicable local, state, and federal regulations, ordinances, policies, and permits.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Meets with supervisors and coworkers to review/discuss projects and work orders and to receive instructions and job assignments.
- Prepares for job assignments by reviewing work orders, researching system map and related documents, engineering prints, schematic maps and/or project files.
- Selects supplies and equipment based on geographic location, severity, and scope of the job.
- Obtains supplies, materials, and equipment necessary for the job from the warehouse or pipe storage yard (i.e., distribution apparatus such as pipes, valves, hydrants, other fittings, construction equipment such as back hoes, air compressor, boring tools, etc.)
- Checks equipment and personal safety/protective devices to ensure safe operation and proper working order.
- Prepares job site to ensure compliance of safety and traffic regulations. Sets up traffic warning signs, barricades, and re-routes traffic as needed.
- Verifies job location and utility markings prior to beginning work.
- Dresses out with appropriate safety gear such as safety vest, hard hat, gloves, safety glasses and hearing protection prior to the start of the project.
- Performs a variety of construction, installation, and repair duties on the water distribution system such as: excavating trenches, ditches, and holes in compliance with the Underground Utilities Act; cutting asphalt and concrete; installing, repairing, operating, and maintaining pipelines, service connections, fire hydrants, wells, water tanks, and other pipeline apparatus.

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- Performs a variety of construction, maintenance and repair duties on the wastewater collection system, and septic systems such as: excavating trenches, ditches, and holes in compliance with the Underground Utilities Act; cutting asphalt and concrete; and installing and repairing pump stations, lift stations, septic tanks, and drain fields.
- Performs a variety of operational duties such as flow and pressure tests, line flushing and isolation of water line leaks.
- Assists customers with a variety of service-related inquiries; investigates customer complaints and problems; and takes appropriate action to resolve them within departmental guidelines.
- Performs final clean up, grounds maintenance and landscaping duties.
- Completes necessary work order documentation (i.e., project performed, materials used, time, and lists of any specifics of job).
- Participates in training and safety programs, including "competent person" and related OSHA safety certifications as required.
- Performs stand-by duties as required by supervisor and is on call to respond to emergencies as well as assists and provides back up for other departments as required.
- Performs job duties according to established safety guidelines and Tribal policies.
- Will be required to work varied hours and shifts including but not limited to days, evenings, nights, weekends, holidays and rotating on-call schedule to include being on call 24/7.

Scope of Supervision:

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

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Two (2) years of related experience required.
- Education:** High School Diploma or GED Equivalent required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional 1 year.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Requires the ability to read and interpret documents, OSHA, and safety regulations, operating and maintenance instructions and procedure manuals.
- Must have the ability to speak and communicate effectively with customers and coworkers.
- The ability to read maps and knowledge of Cherokee Reservation geography is essential.
- Requires the ability to organize work; complete and update all written documentation pertaining to projects, follow verbal and written instructions; and to work effectively with the public, coworkers and independently.
- Requires skill in the use of a wide range of equipment such as utility vehicles; air compressors and driven tools; dump trucks and trailers; heavy to light construction equipment used in excavation procedures; welding tools; and hand tools such as shovels, pipe wrenches, pry bars, etc.
- Must have ability to read grading rods, run transit levels, and operate pipe levels
- Three to six months would be necessary to become proficient in most phases of the job.

Safety/Accuracy Focus:

Performs preventative maintenance; cleaning and basic repair to a wide range of equipment used on the job. Works with equipment which could be damaged if not properly used and maintained. Must be able to identify and predict serious problems with tools/equipment and notify the crew leader. Works with a public system which impacts its residents and system operations. Failure to complete tasks properly could cause contamination of potable water resulting in possible sickness or death to its users.

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Improper handling of materials could result in damage to the distribution system and result in increased costs to the department and have far reaching effects on customers and other utility systems.

Key Relationships:

All crew members are responsible for the safety of the crew. Carelessness on the part crew members may result in the injury to others. Performs work assignments in cooperation with coworkers where failure to complete tasks efficiently could affect the productivity of all.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows and carries out instructions in either written, oral or diagram form. Deals with problems involving numerous variables in a variety of situations, often investigates complaints and takes appropriate action to resolve problems according to departmental guidelines. The ability to deal with complex and varied work tasks involving technical evaluation, planning, and problem solving is essential.

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. Exposure to all types of weather from extreme cold to extreme hot and is frequently in muddy, wet, dirty, and dusty conditions. Works with varying levels of noise from moderate to very loud Proper safety procedures, equipment, and practices are required at all times. Incumbent has exposure to deep trenches and confined spaces. Works within close proximity to hazardous chemicals and airborne particles. Has contact with gases, electricity, heavy equipment with moving mechanical parts, and has occasional contact with raw sewage. Operates motorized vehicles at job sites and on public roads; and is exposed to traffic. Following established safety guidelines and procedures 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. Work involves light to heavy lifting, frequently in excess of more than 100 pounds. Job duties also require standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, hearing, and speaking. Frequently requires the use of hands to manipulate objects, tools, or controls. Requires visual acuity and manual dexterity.

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

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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 **Pipe Fitter** 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