



# Eastern Band of Cherokee Indians

## FIELD TECHNICIAN I

### *Position Description*

<b>Program:</b>	Water & Sewer	<b>Reports to:</b>	Supervisor – Water & Sewer
<b>Division:</b>	Operations	<b>Position Number:</b>	981525011; 981525012; 981525013
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	03/14/2023
<b>Pay Level:</b>	9	<b>Safety Sensitive:</b>	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 various operations, construction, maintenance, and repair procedures to expand and upgrade the water distribution system and the waste water 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 supervisor and coworkers to review/discuss projects, work orders, receive instructions, and job assignments.
- Prepares for job assignment 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, nature, and scope of the job.
- Obtains supplies, materials, and equipment necessary for the job from 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.
- Prepare 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, maintenance, and repair duties on the water distribution system such as: excavating trenches, ditches, and holes in compliance with the Underground Utilities Act; cuts asphalt and concrete; installs, repairs, operates, and maintains pipelines, service connections, fire hydrants, service taps, meter boxes, wells, water tanks, and other pipeline apparatus.
- Performs a variety of construction, maintenance and repair duties on the waste water collection system, and septic systems such as: excavating trenches, ditches, and holes in compliance with the Underground Utilities Act; cutting asphalt and concrete; installing, repairing, operating, and maintaining pipelines, 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.

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- Performs final clean up, ground 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 OSHA certifications as required.
- Performs stand-by duties as required by supervisor (24 hours for 7 days, as needed).
- Performs a rotational "On Call" status to respond to emergencies/ weather situations, is considered essential personnel and required to respond appropriately.
- Assists and provides back up for other departments as required.
- Performs all duties according to established safety guidelines and Tribal policy.

### Scope of Supervision:

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

### MINIMUM MANDATORY QUALIFICATIONS

**Experience:** One (1) year of related experience preferred;

**Education:** High School Diploma or GED Equivalent required.

**Licenses & Certifications:** Valid, insurable NC Driver's License required. Must obtain Grade 1 Collections and C Water Distribution Operator Certification from the North Carolina Operators' Certification program on or before the two-year anniversary of hire date. Must have or be able to obtain required certifications (Flagger, Confined Spaces, Backflow and Cross Connection, Trenching and Shoring, Collections and Distribution).

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Requires the ability to read maps, OSHA, and safety regulations, operating and maintenance instructions, and procedure manuals.
- Must have the ability to speak and communicate effectively with customers and coworkers.
- Must have the ability to run computerized equipment such as CCTV camera.
- The ability to read maps. Have knowledge of the Cherokee Reservation and surrounding geography.
- Requires the ability to organize work, complete and update all written documentation pertaining to projects, follow verbal and written instructions, work effective with the public, coworkers, and independently.
- Requires skill in the use of a wide range of equipment such as utility vehicle, air compressor and driven tools, dump truck and trailer, heavy to light construction equipment used in excavation procedures, welding tools, and hand tools, such as shovels, pipe wrenches, pry bars, etc.
- Maintain required certifications, including but not limited to: Flagger, Confined Spaces, Backflow and Cross Connection, Trenching and Shoring, and Collections and Distribution.
- Six (6) months to one (1) year would be necessary 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. Performs preventive 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; must pre-trip truck and equipment before getting on public roads. Works with a public system, which can affect the community and system operations. Failure to complete tasks properly could cause contamination of potable water resulting in possible sickness or death to its users. 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.

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### Key Relationships:

All crew members are responsible for the safety of the crew. Carelessness on the part of the 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 and often investigates complaints and takes appropriate action to resolve problems according to departmental guidelines. Must have the ability to deal with complex and varied work tasks involving technical evaluation, planning, and problem solving. Able to act as Crew Leader when Supervisor is not present.

### 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 extremes (cold to hot) and frequently muddy, wet conditions. Works with varying levels of noise from moderate to very loud. Proper safety procedures, equipment and practices are always required. Has exposure to deep trenches and confined spaces. Works within heavy equipment with moving mechanical parts and waste water. Operates motorized vehicles at job sites and in public traffic. Can be exposed to asbestos waterlines. Exposed to various diseases in raw sewage.

**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. Must be able to get in and out of Confined Spaces (such as Manholes, lift stations, tanks, meter pits, etc.). Must be able to climb tanks in order to perform repairs and maintenance duties.

### 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.

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***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.***

**FIELD TECHNICIAN I**

*Position Description*

**ACKNOWLEDGMENT**

I have reviewed the content of the **Field Technician I** 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*