



# Eastern Band of Cherokee Indians

## CARPENTER ASSISTANT

### *Position Description*

<b>Program:</b>	Facility Management	<b>Reports to:</b>	Crew Leader - Facilities
<b>Division:</b>	Operations	<b>Position Number:</b>	989126009; 989126010
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	8	<b>Safety Sensitive:</b>	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

Assists Carpenter with varied carpentry and maintenance procedures in the modification and upkeep of Tribal buildings. Assists throughout department as needed with projects and performing related work.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Receives instructions on assigned projects and makes an assessment of materials, parts, equipment and cost estimates.
- Purchases and secures necessary parts, materials, and equipment to perform needed work.
- Performs general building maintenance to Tribal facilities, which would include such procedures as new construction/installations, remodeling existing facilities.
- Modifies or builds such structures as doors, walls, roof, windows, floors, bathrooms, steps, handicapped ramps, etc.
- Notifies supervisor of need for manpower assistance as required.
- Maintains daily log of activities and prepares written reports of same as required.
- Responds to emergencies, 24/7 as needed.
- Responds to specific requests for assistance from various supervisors/department heads as required.
- Performs cleaning and housekeeping duties to maintain a clean and safe work area.
- Performs job duties according to established safety guidelines and Tribal policies.

### Scope of Supervision:

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

### MINIMUM MANDATORY QUALIFICATIONS

<b>Experience:</b>	One (1) year of related experience required.
<b>Education:</b>	High School Diploma or GED Equivalent required.
<b>Licenses &amp; Certifications:</b>	Valid insurable NC Driver's License required. Must obtain Asbestos Worker and Mold Abatement Certification. Must be CPR and First Aid certified.

## Position Description

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Requires basic carpentry and maintenance skills and knowledge of general repair procedures.
- Must be skilled in the use of power tools and equipment common to the trade (nail gun, circular saw, router, table saw, band saw, drills, etc.), basic hand tools, and measuring instruments.
- Must be familiar with policies and procedures applicable to job duties.
- Must know all related safety procedures and regulations and proper use of assigned safety gear.
- Must be able to read and interpret print specifications and sketches.
- Must be able to follow written and oral instructions.
- Requires the ability to prepare materials list.
- Must be able to establish and maintain effective working relationships with coworkers.
- Prior technical training or work experience would be necessary to obtain sufficient skills to prepare for the position.
- Three (3) to six (6) months work experience in the position would be required to become proficient in most phases of the job.
- Must be able to work independently or as a member of a group.

#### Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. Uses a variety of power and motorized equipment where preventative maintenance, cleaning, and minor adjustments are required to prevent damage. Careless or improper handling of power tools could result in damage. Errors in measurements and implementation of building print specifications could result in loss of materials or project cost overruns.

#### Key Relationships:

Frequently works in close contact with coworkers or in the vicinity of clients where safety procedures must be followed to prevent injury to others.

#### Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined procedures and guidelines in job duties. Initiative and judgment are required to maintain accuracy and work efficiently. Problem solving and creative thinking are required to develop appropriate approaches to repairs and remodeling projects.

#### 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:

Works in all kinds of environments both inside and outside. Could have intermittent exposure to noise, dust, odors, inclement weather, etc. May be exposed to asbestos and/or mold. Exposed to a variety of hazards including cuts to hands, falls, back strain, mashed foot or hands, or electrical shock. Safety procedures must be followed, and protective safety gear required frequently. Following established safety guidelines and procedures would minimize the likelihood of injuries.

# CARPENTER ASSISTANT

## Position Description

**Mental/Visual/  
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Close concentration is needed to assure quality completion of work assigned. While performing tasks must be able to walk, stand, sit, climb, kneel, bend, see, hear, and speak. Good eye/hand/foot coordination is necessary while performing job 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.

***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.*

**CARPENTER ASSISTANT**

*Position Description*

**ACKNOWLEDGMENT**

I have reviewed the content of the **Carpenter Assistant** 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*