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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Auto Mechanic/Maintenance Worker  
**Reports to:** Maintenance Supervisor and/or Maintenance Director  
**Location:** Happy Camp  
**Salary:** \$14.50 to \$19.00 DOE  
**Classification:** Full time, Regular, Non-Exempt

### Summary:

This is not an entry level position. The auto mechanic/maintenance worker will work full time in the auto shop and used by the maintenance crew when needed. The mechanic/maintenance position will be responsible for maintaining and repair work on tribally owned vehicles and equipment. The mechanic/maintenance position will also be responsible for any maintenance as needed on tribally owned buildings and lands.

### **Application Deadline: 5pm, December 22, 2014**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-5322, Email: [jphelps@karuk.us](mailto:jphelps@karuk.us)

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## POSITION DESCRIPTION

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**Classification:** Full time, Regular, Non-Exempt

**Summary:**

This is not an entry level position. The auto mechanic/maintenance worker will work full time in the auto shop and used by the maintenance crew when needed. The mechanic/maintenance position will be responsible for maintaining and repair work on tribally owned vehicles and equipment. The mechanic/maintenance position will also be responsible for any maintenance as needed on tribally owned buildings and lands. Must be able to work alone when required and with other staff members at the guidance and direction of the maintenance Supervisor. Must be able to follow verbal and written instructions. Must be computer literate and willing to use analyzers and troubleshooting programs. Must be able and willing to make repairs and do maintenance to Manufactures specifications. Must have journeyman auto mechanic and maintenance staff knowledge to accomplish a journeyman level of production at these trades.

**Responsibilities:**

- 1) Shall maintain a good working environment and communication with Director, Supervisor, co-workers, other staff and the general public.
- 2) Shall maintain and work on tribally owned vehicles and equipment.
- 3) Shall maintain and work on tribally owned grounds and buildings.
- 4) Shall possess the tools and knowledge necessary to perform auto mechanics, landscaping and building maintenance tasks.

- 5) Shall be responsible for maintaining a safe working environment.
- 6) Shall be available and willing to travel as needed to work on any of the Tribe's holdings, buildings, vehicles or equipment.
- 7) Shall understand and implement basic program needs and goals.
- 8) Shall be responsible for tribally owned tools, vehicles and equipment.
- 9) Shall be polite and maintain a priority system in accepting other position related duties as assigned.

**Qualifications:**

- 1) Ability to work effectively with Native American people and the general public in culturally diverse environments.
- 2) Ability to manage time and work under stressful conditions with an even temperament.
- 3) Ability to establish and maintain harmonious working relationships with other staff members and the general public.
- 4) Ability to understand and follow oral and written instructions.

**Requirements:**

- 1) Knowledge and ability to work with computers, analyzers and computer programs.
- 2) Must have the abilities to service and or make repairs to manufacturer specifications.
- 3) Must have the ability to understand and follow verbal and written instructions. Must be able to read and write at a level required for successful job performance.
- 4) Must have the knowledge and ability to do journeyman level mechanics and maintenance duties in regards to Tribal vehicles, equipment, grounds and buildings.
- 5) Must own and be able to use basic mechanic and maintenance tools.
- 6) Must have the ability to clean and care for assigned tribally owned tools.
- 7) Must have the ability to troubleshoot mechanical, landscaping and building problems.
- 8) Must be able to work standing and walking for extended periods, stoop, kneel and crouch to pick up or move objects, office equipment furniture, miscellaneous equipment; physically able to move and carry objects weighing up to 90lbs, able to

move more with assistance. Normal manual dexterity and hand eye coordination; corrected vision and hearing to a normal range and good communications skills.

- 9) Must have a valid driver's license, good driving record and be insurable by the Karuk Tribe's insurance. Must be willing to upgrade driver's license to a CDL.
- 10) Must be willing to travel and work in any of the Tribe's work sites.
- 11) Must accept responsibility for and adhere to the confidentiality policy.
- 12) Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_