
Karuk Community Health Clinic

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

Karuk Tribe

**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

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

- Title:** Temporary Maintenance Worker (*From 02-23-2015 to 03-27-15*)
- Reports To:** Maintenance Crew Supervisor
- Location:** Orleans, California
- Salary:** Up to \$13.52 per hour, depending on experience
- Classification:** Full Time, Regular, Non Exempt
- Summary:** Shall be responsible for maintaining any and all of the Tribally owned lands and buildings. The Maintenance Worker must be capable of working alone or with other staff members, following written and verbal instructions. The Maintenance Worker must have a working knowledge of the construction trades. The Maintenance Worker must have and use personal tools, operate equipment and understand the Tribe's fiscal and paperwork system.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office.

Please mail employment applications to **Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: James Phelps, Human Resources**; you may also fax your application to (530) 493-5322; or email your application to jphelps@karuk.us.

(This position will remain open until filled.)

Position Description

Title: Temporary Maintenance Worker (Orleans)

Reports To: Maintenance Crew Supervisor

Salary: Up to \$13.52 per hour, depending on experience

Duration: *Temporary Position from 02-23-2015 to 03-27-2015*

Summary: Shall be responsible for maintaining any and all of the Tribally owned lands and buildings. The Maintenance Worker must be capable of working alone or with other staff members, following written and verbal instructions. The Maintenance Worker must have a working knowledge of the construction trades. The Maintenance Worker must have and use personal tools, operate equipment and understand the Tribe's fiscal and paperwork system.

Classification: Full Time, Regular, Non Exempt

Responsibilities:

1. Shall be responsible for good working environment and communications with; Supervisor, co-workers, other staff, and general public.
2. Shall be a "troubleshooter" as needed.
3. Shall be responsible for maintaining a safe working environment.
4. Shall be responsible for day to day, short term work schedules.
5. Shall understand and implement the Tribe's paperwork system.
6. Shall understand and adhere to the purchase order system.
7. Shall compile comprehensive materials lists for specific projects.
8. Shall be responsible for Tribally owned tools, vehicles and equipment.
9. Shall understand and implement basic program needs and goals.
10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must have skills in rough and finish carpentry, plumbing, electrical, roofing, concrete work, glazier skills, etc.
2. Must have a working knowledge of hand and power tools.
3. Must possess a valid driver's license, good driving record, and reliable transportation.
4. Must exercise confidentiality.
5. Must own and be able to use needed tools.
6. Must be able to travel and work in any of the sites owned by the Tribe.
7. Must successfully pass a pre-employment drug 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 or under honorable conditions.

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____