
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

Vacancy Announcement

Title: Maintenance Worker Trainee

Reports to: Maintenance Crew Supervisor

Location: Happy Camp / Orleans

Salary: As indicated by budget

Classification: Full Time or Part Time, Non-Exempt, Entry Level/Trainee, Summer/Seasonal

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. In order to be eligible, applicants must be between the ages of 16-21 years of age, be economically disadvantaged, and meet the poverty guideline for participation in the WIA-SYSP program.

For WIS-SYSP Program Eligibility – Youth ages 16-21 must bring the following items for program certification and eligibility determination:

Student Verification, Student Body Card, Total Household Income for the last six (6) months (verification of Public Assistance requires a Passport of Services or Social Security Benefit Print-Out), Tribal Verification, Proof of Residence, Social Security Card, California Driver License or California Identification Card, Males over the age of 18 must provide verification of Selective Service Registration, Work Permit for all under 18 years of age.

Job Posting Closes on July 22, 2016 at 5PM

Contact Joyce Jones at NCIDC for an application, and must be submitted to Joyce Jones at NCIDC. Contact number (530) 842-6157, Fax number (530) 842-4521, Office Location: 501 North Main Street Yreka, California 96097.

Position Description

Title: Maintenance Worker Trainee

Reports To: Maintenance Crew Supervisor

Salary: \$10.00 per hr.

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 or Part-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 possess the potential to be trained to competently learn and perform all tasks listed in this position description.
2. Must have a working knowledge of hand and power tools.
3. Must have a willingness to learn new skills and interest in office/clerical work. Previous office experience and computer skills highly preferred.
4. Must exercise confidentiality.
5. Must be able to travel and work in any of the sites owned by the Tribe.
6. 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 and under honorable conditions.

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____