

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: Summer Youth Landscaper/Maintenance Trainee

Reports To: Maintenance Supervisor and/or Maintenance Engineer

Location: Yreka, Happy Camp and Orleans

Salary: \$11.00 per hour

Summary: The Summer Youth Landscape/Maintenance Trainees shall, under direct supervision, be responsible for providing support to perform landscaping and maintenance tasks as assigned by their Supervisor to maintain KTHA's property and housing communities.

Classification: Full or Part Time, Temporary (Summer Youth), June through August

Application Deadline: May 24, 2018 by 5 PM

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 X 2010, Fax: (530)-493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page

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POSITION DESCRIPTION

- Title:** Summer Youth Landscaper/Maintenance Trainee
- Reports To:** Maintenance Supervisor and/or Maintenance Engineer
- Location:** Yreka, Happy Camp and Orleans
- Salary:** \$11.00 per hour
- Summary:** The Summer Youth Landscape/Maintenance Trainees shall, under direct supervision, be responsible for providing support to perform landscaping and maintenance tasks as assigned by their Supervisor to maintain KTHA's property and housing communities.

Classification: Full or Part Time, Temporary (Summer Youth), June through August

Responsibilities:

1. Shall be trained to perform landscaping tasks as assigned by Supervisor.
2. Shall be trained to perform duties and tasks related to planting and/or maintaining common areas of KTHA property.
3. Shall be trained to operate equipment necessary to maintain grounds of KTHA such as lawnmowers, weed eaters, etc.
4. Shall be trained to maintain and further develop grounds and recreation areas as directed.
5. Shall be trained to perform basic maintenance tasks as assigned by Supervisor.
6. Shall be trained to perform unit prep tasks as assigned by Supervisor.
7. Shall be willing to participate in various types of job skill training such as computer classes, interviewing skills, resume preparation, etc. if offered.
8. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work 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 instruction.
5. Have a general working knowledge of various landscaping duties.

Requirements:

1. Must be between the ages of 16 and 19 years of age.
2. Must be willing and capable to learn skills necessary to properly and safely operate landscaping equipment, utilize safe methods to complete landscaping work and perform general landscaping tasks in KTHA communities.
3. Must be willing and capable to learn how to properly and safely clean and care for assigned equipment.
4. Must follow oral and written instructions, read and write at a level required for successful job performance.
5. Must be able to work efficiently and effectively without close supervision.
6. Must be able to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.
7. Must adhere to confidentiality policy.
8. 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, 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.