

KARUK TRIBE HOUSING AUTHORITY

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Happy Camp, CA 96039
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1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

POSITION DESCRIPTION

Title:	Landscape / Maintenance Engineer
Reports To:	Maintenance Supervisor
Location:	Yreka, CA
Assigned Work Location:	Does not qualify
Starting Salary:	\$20.00 to \$26.00 per hour/DOE
Summary:	The Landscape / Maintenance Engineer for the Karuk Tribe Housing Authority (KTHA) will work under the direction of the Maintenance Supervisor to perform general maintenance and seasonal landscaping duties.
Classification:	Full Time, Regular, Non-Exempt

Application Deadline: September 26, 2024 by 5:00 PM

Applications are available at all Tribal Offices or on the internet at www.karuk.us/ The Karuk Tribe's Tribal Employment Rights (**TERO**) **Preference and Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a pre-employment drug screening test and criminal history check.

Job Descriptions are available online at www.karuk.us/ or by contacting the Human Resources Department at: Telephone (530) 493-1600 ext. 2016, Fax: (530) 493-5322, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title: Landscaper / Maintenance Engineer

Reports To: Maintenance Supervisor

Location: Yreka, CA

**Assigned
Work Location:** Does not qualify

Starting Salary: \$20.00 to \$26.00 per hour/DOE

Summary: The Landscaper / Maintenance Engineer for the Karuk Tribe Housing Authority (KTHA) will work under the direction of the Maintenance Supervisor to perform general maintenance and seasonal landscaping duties.

Classification: Full Time, Regular, Non-Exempt

Responsibilities:

- 1) Inspects units and other KTHA property or facilities to recommend maintenance needs, and perform maintenance tasks as assigned.
- 2) Performs work order maintenance services per housing standards as assigned.
- 3) Performs scheduled maintenance duties and follows-up as necessary.
- 4) Identifies and recommends special services required by contractors and assists when needed.
- 5) Estimates required materials and parts to be used in performance of duties and maintains records.
- 6) Maintains an inventory of maintenance and landscaping tools and equipment.
- 7) Provides advice and assistance to tenants regarding minor maintenance of units.
- 8) Requisitions supplies as needed, observes and reports needed repairs to equipment, and maintains equipment used during the course of work.
- 9) Cleans, paints, and prepares vacated units for occupancy (ex; unit prep).
- 10) Maintains and further develops grounds and recreation areas.

- 11) Inspects resident grounds and other KTHA properties, recommends and performs landscaping.
- 12) Performs landscaping services requested by Elder & Disabled tenants per housing standards as directed.
- 13) Performs scheduled landscaping duties and follows-up as necessary.
- 14) Provides advice and assistance to tenants regarding minor landscaping of units.
- 15) Performs maintenance of grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, watering plants, developing flowerbeds and lawns, etc.
- 16) Performs fire mitigation landscaping tasks.
- 17) Performs erosion control landscaping tasks.
- 18) Ensures all assigned landscapes are watered, fertilized, etc.
- 19) Submits written reports to the Board of Commissioners monthly.
- 20) Is available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- 21) Is polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Works with Native American people in culturally diverse environments.
2. Manages time well and works under stressful conditions with an even temperament.
3. Establishes and maintains harmonious working relationships with other employees and the public.
4. Understands and follows oral and written instructions.
5. General working knowledge of various maintenance duties related to buildings and property.

Requirements:

- 1) Must possess at least six (6) months of documented work history in performing general landscaping duties.
- 2) Must possess at least six (6) months of documented work history with general maintenance duties including but not limited to: plumbing, electrical, appliance troubleshooting and repair, drywall, painting, etc.
- 3) Must possess documented knowledge of landscape/maintenance supplies and equipment, proper and safe methods used in landscape/maintenance work, basic to intermediate hand tools and equipment used in routine building/home maintenance, and grounds keeping.
- 4) Must be able to clean and care for assigned equipment, follow oral and written instructions, read

and write at a level required for successful job performance, recognize and locate conditions which require maintenance and/or repair, and use and care for tools in a safe manner.

- 5) Must be able to work efficiently and effectively without close supervision.
- 6) Must be able to properly use computers and other electronics including but not limited to: Microsoft Office Suite including Word and Excel, internet, and smartphones.
- 7) Must be available for after-hours/emergency rotation and response as directed by Supervisor.
- 8) 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; and Good verbal communication skills.
- 9) Must be able to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
- 10) Must have good general working knowledge of the tasks to be performed.
- 11) Must possess valid driver's license, good driving record, and be insurable by Housing's insurance carrier.
- 12) Must adhere to confidentiality policy.
- 13) Must successfully pass pre-employment drug screening test and fingerprint 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.

Committee Approved: August 29, 2024

Employee's Signature: _____