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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 Tribe



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

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

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## Vacancy Announcement

**Title:** Maintenance Supervisor

**Reports to:** Construction Manager

**Supervises:** Maintenance and Motor Pool crews

**Location:** Orleans, Happy Camp and Yreka, CA

**Assigned Office Location:** Happy Camp, CA

**Salary:** \$28.00 to \$38.00 per/hr DOE

**Summary:** The Maintenance Supervisor is responsible for the administration and supervision of the Maintenance & Motor Pool crews.

**Classification:** Full Time, Regular, Non-Entry, Supervisory

### **Application Deadline: Open Until Filled**

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. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## Position Description

<b>Title:</b>	Maintenance Supervisor
<b>Reports to:</b>	Construction Manager
<b>Supervises:</b>	Maintenance and Motor Pool crews
<b>Location:</b>	Orleans, Happy Camp and Yreka, CA
<b>Assigned Office Location:</b>	Happy Camp, CA
<b>Salary:</b>	\$28.00 to \$38.00 per/hr DOE
<b>Summary:</b>	The Maintenance Supervisor is responsible for the administration and supervision of the Maintenance & Motor Pool crews.
<b>Classification:</b>	Full Time, Regular, Non-Entry, Supervisory

### Responsibilities:

1. Directs and organizes tasks and crews as related to the maintenance of buildings and equipment as well as Tribal Vehicles
2. Oversees and directs day-to-day operations of the Maintenance crew including scheduling, hiring, training, discipline, etc. Ensures the development of policies designed to support the department and crew
3. Develops and maintains schedules and plans for routine and preventive maintenance of buildings and equipment
4. Performs and oversees inspections to determine problems and necessary maintenance; recommends
5. Performs a variety of maintenance activities as required including the inspection of building systems (i.e., heating, electrical, a/c, etc.)
6. Maintains common areas including grounds
7. Manages and maintains inventories of tools, supplies and parts; orders as required
8. Recruits, supervises and trains maintenance mechanics and other employees as assigned; supports Tribe's development programs including interns and Summer Youth
9. Ensures compliance with all Tribal policies, ordinances and procedures; responsible for preparing documentation required by the Tribe with regards to contracting and procurement, requisitioning/ordering, and obtaining requisite approvals
10. Must be available for out the area travel as required for the position; attends all required training and meetings.
11. Maintain budget and track expenditures to grants; assist with property improvements

12. Be polite & follow a priority system when accepting and/or managing other position related duties for ones' self and the crew

**Qualifications:**

1. Has the ability to work effectively with Native American people in a culturally diverse environment
2. Excellent time management and organizational skills
3. Excellent communication, interpersonal and management skills
4. Has the ability to establish and maintain harmonious working relationships with other employees, community members and the general public.
5. Has the ability to understand, follow oral and written instructions as well as deliver to their crew and contractors
6. Must possess proven leadership and training skills in both craft as well as soft skills.

**Requirements**

1. Possess High School Diploma or equivalence
2. Previous experience as a Maintenance Supervisor desired
3. Knowledge of various building systems (heating, a/c, ventilation, electrical, plumbing, framing, and concrete)
4. Knowledge of relevant health and safety standards, laws & ordinances
5. Familiarity with relevant health and safety standards and regulations
6. Must adhere to all Tribal policies and laws
7. Must adhere and ensure compliance with Tribe's confidentiality and health policies & procedures
8. Ability to exercise sound judgement

**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:** June 20, 2024

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