
Karuk Community Health Clinic
64236 Second Avenue
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Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
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Happy Camp, CA 96039
Phone: (530) 493-2201
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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 Technician II

Reports To: Maintenance Supervisor

Location: Orleans, CA

Salary: \$25 .00 - \$30.00/per hour, DOE

Summary: **Maintenance Technician (Tech) II** is responsible for maintaining any and all of the Tribally owned lands and buildings within their abilities. The Maintenance Tech II must be capable of working alone or with other staff members, following written and verbal instructions. Must possess and be willing to use personal tools including but not limited to hammers, speed squares, chisels, cats' paw, nailsets, chalk lines, framing square, tape measure, drill bits, etc. and any other hand tools that you may need to complete construction tasks. Operate equipment and possess the ability to process paperwork and use the Tribe's systems as required.

Classification: Full Time, Regular, Non-Exempt

Application Deadline: October 18, 2024 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2038 or ext. 2038, Fax: (855) 437-7888, or Email at humanresources@karuk.us

Position Description

Title: Maintenance Technician II
Reports To: Maintenance Supervisor
Location: Happy Camp, Yreka, or Orleans, CA
Salary: \$25 .00 - \$30.00/per hour, DOE

Summary: **Maintenance Technician (Tech) II** is responsible for maintaining any and all of the Tribally owned lands and buildings within their abilities. The Maintenance Tech II must be capable of working alone or with other staff members, following written and verbal instructions. Must possess and be willing to use personal tools including but not limited to hammers, speed squares, chisels, cats' paw, nailsets, chalk lines, framing square, tape measure, drill bits, etc. and any other hand tools that you may need to complete construction tasks. Operate equipment and possess the ability to process paperwork and use the Tribe's systems as required.

Classification: Full Time, Regular, Non-Exempt

Responsibilities:

1. Responsible for maintaining good working environment and communications with; Supervisor, co-workers, other staff, and general public.
2. Able to "troubleshoot" systems and structures as needed.
3. Responsible for maintaining and ensuring a safe working environment.
4. Responsible for maintaining a day-to-day, short- and long-term work schedules.
5. Must understand and implement the Tribe's paperwork process.
6. Must understand and adhere to the purchase order system. Reword, something such as: Able to understand and use the Tribe's Purchase Order (PO) system for purposes of materials and or equipment.
7. Must be able to compile comprehensive materials lists for specific projects.
8. Maintains Tribally owned tools, vehicles and equipment; reports all damaged and non-working equipment in a timely fashion.
9. Implements basic program needs and goals.
10. Must be polite and maintain a priority system in accepting other position related job duties as assigned.

11. Must have journeyman skills in rough and finish carpentry, plumbing, electrical, roofing, concrete work. Must be able to lead small crew to complete and all types of construction projects.
12. Maintains future developments.
13. Inspects all Karuk Tribal facilities, recommends and/or performs maintenance as needed.
14. Performs duties and tasks related to the scheduled maintenance program and follow-up services as needed.
15. Must be available for local and out of the area travel as required for job related training, and shall attend all required meetings and functions.
16. Must be a positive influence and show leadership skills to other staff. Must be willing to help train Maintenance Technician I.

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has 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 journeyman skills in rough and finish carpentry, plumbing, electrical, roofing, concrete work, etc.
2. Must have a working knowledge of hand and power tools.
3. Must possess a valid driver's license, good driving record, be insurable by the tribe, and have reliable transportation.
4. Must exercise confidentiality.
5. Must possess and be able to use tools, Hammer, Speed square, chisels, cats' paw, nailsets, chalk lines, framing square, tape measure, drill bits, etc.
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.

8. Ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
9. Ability to work efficiently and effectively without supervision.
10. Must have the ability to have good leadership skills to aid Maintenance Engineer I.
11. Ability 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.

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.

Committee Approved: August 19, 2024

Employee's Signature: _____