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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



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

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

## Vacancy Announcement

**Title:** Maintenance Technician (Tech) I

**Reports To:** Maintenance Supervisor

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

**Assigned Office Location:** Does not qualify

**Salary:** \$20 .00 - \$27 .00/ per hour/DOE

**Summary:** Responsible for maintaining any and all of the Tribally owned lands and buildings. The Maintenance Technician I 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, Regular, Non-Exempt, Entry level

**Application Deadline: August 13, 2025 by 5:00 PM**

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 Human Resources at: Telephone (530) 493-1600 ext. 2043 or 7034, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **Position Description**

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### **Responsibilities:**

1. Responsible for maintaining a good working environment and communications with; Supervisor, co-workers, other staff, and general public.
2. Must be a "troubleshooter" as needed while performing the duties as a Maintenance Technician I.
3. Ensuring and maintaining a safe working environment.
4. Responsible for maintaining a day -o-day, short term work schedules.
5. Must be willing to learn how to understand and implement the Tribe's paperwork process.
6. Must be willing to learn to understand and adhere to the purchase order process.
7. Assists in compiling a materials list and or willing to learn from superiors for specific projects.
8. Must be responsible maintaining Tribally owned tools, vehicles and equipment.
9. Must understand and implement basic program needs and goals.
10. Must be polite and maintain a priority system in accepting other position related job duties as assigned.
11. Under the direction of the Maintenance Supervisor and/or Maintenance Technician II, be willing to maintain future developments as the Karuk Tribe continues Its growth.

12. Inspects all Karuk Tribe facilities, recommends and/or performs maintenance as needed.
13. Performs duties and tasks related to the scheduled maintenance program and follow-up services as needed.
14. Available for local and out of the area travel as required for job related training, and attends all required meetings and functions.
15. 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.

**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. Has the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must have a working knowledge of hand and power tools.
2. Must possess a valid driver's license, good driving record, be insurable by the Tribe, and have reliable transportation.
3. Must exercise confidentiality.
4. Must possess and be able to use tools as needed.
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.
7. Ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.

8. Ability to work efficiently and effectively without close supervision.

**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:** January 30, 2025

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