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## Vacancy Announcement

**Title:** Maintenance Worker/Auto Mechanic

**Reports To:** Maintenance Supervisor

**Location:** Happy Camp, CA

**Salary:** \$17.00 to \$25.00 per hour, DOE

**Summary:** The maintenance worker/ auto mechanic will work full time in the Karuk Tribe's automotive shop with approved use by the maintenance crew when needed. This position will be responsible for maintaining and repairing work on tribally-owned vehicles and equipment and will also be responsible for any maintenance as needed on tribally-owned buildings and lands. This is not an entry-level position

**Classification:** Full Time, Regular, Non-Exempt

### **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 Human Resources at: Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

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/Ofc. Loc:** Happy Camp, CA

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### **Responsibilities:**

- 1) Maintains a good working environment and communication with Director, Supervisor, co-workers, other staff and the general public.
- 2) Maintains and work on tribally-owned vehicles and equipment.
- 3) Maintains and works on tribally-owned grounds and buildings as directed.
- 4) Possesses the tools and knowledge necessary to perform auto repair and maintenance, landscaping and building maintenance tasks.
- 5) Responsible for maintaining a safe and productive working environment.
- 6) Available and willing to travel as needed to work on any of the Tribe's holdings, buildings, vehicles or equipment.
- 7) Understands and implements basic program needs and goals.
- 8) Responsible for tribally-owned tools, vehicles and equipment.
- 9) Be polite and maintain a priority system in accepting other position related duties as assigned.

### **Qualifications:**

- 1) Ability to work effectively with Native American people and the general public in culturally diverse environments.
- 2) Ability to manage time and work under stressful conditions with an even temperament.
- 3) Ability to establish and maintain harmonious working relationships with other staff members and the general public.
- 4) Able to work alone when required and with other staff members at the guidance and direction of the maintenance Supervisor.
- 5) Able to follow verbal and written instructions.
- 6) Must be computer literate and willing to use analyzers and troubleshooting programs.
- 7) Able and willing to make repairs and do maintenance to Manufactures specifications.
- 8) Ability to understand and follow oral and written instructions.

**Requirements:**

- 1) Knowledge and ability to work with computers, analyzers and computer programs.
- 2) Must possess journeyman auto mechanic and maintenance knowledge to accomplish a journeyman level of production in these trades.
- 3) Must have the abilities to service and or make repairs to manufacturer specifications.
- 4) Must have the ability to understand and follow verbal and written instructions. Must be able to read and write at a level required for successful job performance.
- 5) Must own and be able to use basic mechanic and maintenance tools. Must have the ability to clean and care for assigned tribally-owned as well as personal equipment and tools.
- 6) Demonstrated ability to troubleshoot mechanical, landscaping and building problems.
- 7) Must be able to work standing and walking for extended periods, stoop, kneel and crouch to pick up or move objects, office equipment furniture, miscellaneous equipment; physically able to move and carry objects weighing up to 90lbs, able to move more with assistance. Normal manual dexterity and hand/eye coordination; corrected vision and hearing to a normal range and good communications skills.

- 8) Must have a valid driver's license, good driving record and be insurable by the Karuk Tribe's insurance. Must be willing to upgrade driver's license to a Commercial Driver's License (CDL).
- 9) Must be willing to travel and work in any of the Tribe's work sites.
- 10) Must accept responsibility for and adhere to the Tribe's confidentiality and all Tribal policies.
- 11) Must be able to work at or around public schools.
- 12) Must successfully pass a pre-employment drug screening test.
- 13) Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (F.B.I.) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

**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:** June 12, 2024

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