

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



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

## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

- Title:** Maintenance Supervisor
- Reports to:** Executive Director
- Supervises:** Yreka Maintenance, Landscaping, and Custodial Staff
- Location:** Yreka, California
- Salary:** \$16.00 to \$21.00 per hour, depending on experience

**Summary:** Under the direction of the Executive Director, the Maintenance Supervisor is responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of KTHA facilities, single family home rentals and apartments, grounds and equipment. The Maintenance Supervisor shall be responsible for maintaining electrical, plumbing, mechanical and related systems and will perform the work of employees and other duties as required.

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

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/)  
If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** and **KTHA Residential preference** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office no later than **5pm, Friday June 07, 2013**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Manager; fax them to (530) 493-5322; or email them to [colegrove@karuk.us](mailto:colegrove@karuk.us) by the deadline listed.

# KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way  
Happy Camp, CA 96039  
Ph: (530) 493-1414 • Fax: (530) 493-1415



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

## POSITION DESCRIPTION

**Title:** Maintenance Supervisor

**Reports to:** Executive Director

**Supervises:** Yreka Maintenance, Landscaping, and Custodial Staff

**Location:** Yreka, California

**Salary:** \$16.00 to \$21.00 per hour, depending on experience

**Summary:** Under the direction of the Executive Director, the Maintenance Supervisor is responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of KTHA facilities, single family home rentals and apartments, grounds and equipment. The Maintenance Supervisor shall be responsible for maintaining electrical, plumbing, mechanical and related systems and will perform the work of employees and other duties as required.

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

### Responsibilities:

1. Shall provide direct supervision and assign the work of the Yreka Maintenance, Landscaping, and Custodial Staff
2. Shall be responsible for requisitioning supplies in accordance with applicable policies.
3. Shall coordinate with applicable staff to ensure proper inventory controls are practiced.
4. Shall manage grants or programs in accordance with all applicable Tribal laws, HUD and Housing Authority regulations, and Davis/Bacon regulations.
5. Shall coordinate project requirements with various government agencies, utility companies, and Tribal programs.
6. Shall regularly visit project sites to monitor progress, and implement procedures to ensure compliance with specifications and standards.
7. Shall ensure that safety measures are performed.
8. Shall prepare monthly written reports for the Board of Commissioners.
9. Shall be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.

10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain effective communication with contractors, other employees, and the public.
4. Have the demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess High School Diploma or GED with eighteen months of education and training beyond high school level in general maintenance or repair, or a closely related field; or equivalent combination of education and experience.
2. Must have demonstrated computer knowledge including experience with databases, spreadsheets, word processing, and internet research.
3. Must have the ability to install, inspect, repair and maintain electrical, plumbing and other related systems of all housing locations.
4. Must have the ability to perform various clean up and maintenance tasks as needed.
5. Must have the ability to update inventories and other supplies as needed.
6. Must have the ability to understand complex written and oral instructions.
7. Must have sound knowledge of safety measures
8. Familiarity with contracting requirements under the Native American Housing Assistance and Self-Determination Act (NAHASDA) is preferred.
9. Understanding of Federal procurement regulations is preferred.
10. Must have two years' experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures. Formal training in related fields will substitute on a year for year basis.
11. Previous supervisory experience is preferred.
12. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
13. Must adhere to confidentiality policy.

14. The physical demands described herein are representative of those that must be met by an employee to successfully perform the job duties of this job. Maintenance staff are frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with arms and hands, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. While in the field, the employee will occasionally be exposed to moving equipment, high precarious places, fumes and airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

15. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

**Resident Preference:** The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

**Committee Approved Date:** May 15, 2013

**Council Approved Date:** May 23, 2013

**Employee Signature:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_