
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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

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

Vacancy Announcement

Title: On-Call Roads Maintenance Worker

Reports To: Roads Maintenance Supervisor

Location: Orleans, Happy Camp, and Yreka

Salary: \$11.00 to \$13.00 per hour, depending on experience

Summary: Shall be responsible for assisting in the maintenance of all Karuk Tribal roads and associated facilities. The Roads Maintenance Worker must be capable of working alone or with other staff members, following written and/or verbal instructions and be in good physical condition. The Roads Maintenance Worker must have a working knowledge of road construction and maintenance techniques, as well as industry machinery and tools.

Classification: On-Call, Entry Level, Non-Exempt

Application Deadline: March 3, 2017

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. 2010, Fax: (530) 493-5322, or Email at dlbernal@karuk.us

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POSITION DESCRIPTION

Title: On-Call Roads Maintenance Worker

Reports To: Lead Roads Maintenance

Location: Orleans, Happy Camp, and Yreka

Salary: \$11.00 to \$13.00 per hour, depending on experience

Summary: Shall be responsible for assisting in the maintenance of all Karuk Tribal roads and associated facilities. The Roads Maintenance Worker must be capable of working alone or with other staff members, following written and/or verbal instructions and be in good physical condition. The Roads Maintenance Worker must have a working knowledge of road construction and maintenance techniques, as well as industry machinery and tools.

Classification: On-Call, Entry Level, Non Exempt

Responsibilities:

1. Must understand and adhere to Karuk Tribal Roads Program policies, as adopted from the FHWA Tribal Transportation Program (TTP).
2. Shall be responsible for the safe use and operation of all program tools, vehicles and equipment.
3. Shall be able to understand and implement basic project needs and goals.
4. Shall be responsible for good working environment and communications with supervisor, coworkers, other staff, and general public.
5. Shall maintain daily logs as required
6. Other job related duties as assigned.

Desired Qualifications:

1. Current flagger certification for maintenance and construction zones.
2. Certification or special training as a Tribal Cultural Monitor.

3. Skills in road construction and/or maintenance techniques.
4. Working knowledge of industry machinery and tools

Requirements:

1. Must be in good physical condition; able to climb steep slopes and lift items weighing up to 90 pounds without restriction.
2. Must have ability to work effectively with Native American people in culturally diverse environments.
3. Must be punctual, have ability to manage time well and work under stressful conditions with an even temperament.
4. Must have ability to establish and maintain harmonious working relationships with other employees and the public.
5. Must have ability to understand and follow oral and written instructions.
6. Must possess a valid California Driver's License, good driving record, and reliable transportation.
7. Must possess a high school diploma or equivalent (GED).
8. Must adhere to the Karuk Tribe Personnel Policy Manual.
9. Must exercise confidentiality.
10. Must be able to travel and work throughout the Tribe's service area.
11. Must be available to attend periodic trainings which may require overnight travel.
12. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

Council Approved: August 20, 2016 _____

Chairman's Signature: _____

Employee's Signature: _____