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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



**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

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## Vacancy Announcement

**Title:** Seasonal Roads Maintenance Worker  
**Reports To:** Lead Roads Maintenance Supervisor  
**Location:** Orleans, Happy Camp, and Yreka  
**Salary:** \$16.00 to \$26.00 per hour, depending on experience

**Classification:** Full Time, Non Entry- Level, Seasonal, Non Exempt

**Summary:** The Seasonal Roads Maintenance Worker must have working knowledge of road construction and maintenance techniques, as well as industry machinery and tools. The Seasonal Roads Maintenance Worker is responsible for assisting in the maintenance and repair of all Karuk Tribal roads and associated facilities, as identified on the Bureau of Indian Affairs National Tribal Transportation Facilities Inventory.

### **Application Deadline: May 23, 2019 by 5PM**

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 the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

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## POSITION DESCRIPTION

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**Responsibilities:**

1. Assist in the inspection and maintenance of departmental equipment to ensure safe and proper operation
2. Transport crews and equipment to work sites to perform preventative maintenance on Departmental vehicles, as required.
3. Operate heavy equipment and vehicles with adjustable attachments to sweep debris from paved surfaces, mow grass and weeds, remove snow and ice, and spread salt and sand.
4. Operate road-surfacing equipment or vehicles to clear construction sites or move materials.
5. Spread concrete or other aggregate mixtures into or on designated areas.
6. Haul and spread sand, gravel, and clay to fill washouts and repair road shoulders.
7. Dump, spread, and tamp asphalt or materials to create level bases, using vibratory tampers, to repair joints and patch damaged pavement.
8. Clean and clear debris from culverts, catch basins, drop inlets, ditches, and other drain structures.
9. Remove debris from rock and mud slides, on roadways and work sites.

10. Erect, install, or repair guardrails, road shoulders, berms, highway markers, warning signals, and highway lighting and fencing, using hand tools and power tools.
11. Paint traffic control lines and place pavement traffic messages, by hand or using machines.
12. Measure and mark and apply markers and/or paint, using tape, string, or chalk.
13. Perform roadside vegetation maintenance and removal, such as clearing weeds and brush and trimming trees.
14. Shall be responsible for good working environment and communications with supervisor, coworkers, other staff, and general public.
15. Shall maintain daily logs as required.
16. Other job related duties as assigned.

**Requirements:**

1. Must understand and adhere to Karuk Tribal Roads Program policies, as adopted from the FHWA Tribal Transportation Program (TTP).
2. Must possess a valid California State Class A Commercial Driver License, driving record, and reliable transportation.
3. Must possess mathematical skill with the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; and, the ability to compute rate, ratio, and percent.
4. Must possess the ability to interpret miscellaneous drawings and schematics.
5. Must possess core competencies in asphalt paving and repair, heavy equipment use and maintenance, traffic line painting and construction traffic control.
6. Must have experience in industry heavy equipment operation and maintenance.
7. Must be in good physical condition; able to climb steep slopes and lift items weighing up to 90 pounds without restriction.
8. Must possess a current Tribal Cultural Resource Monitor Certification (CRMC), or be able to obtain a CRMC within six months of initial hire date.
9. Must possess current flagger certification for maintenance and road construction zones, or be able to obtain a valid flaggers certification within six months of initial hire date.
10. Must possess a high school diploma or equivalent (GED).
11. Must have ability to work effectively with Native American people in culturally diverse environments.
12. Must have ability to establish and maintain harmonious working relationships with other employees and the public.

13. Must be punctual, have ability to manage time well and work under stressful conditions with an even temperament.
14. Must adhere to the Karuk Tribe Personnel Policy Manual.
15. Must exercise confidentiality.
16. Must be able to travel and work throughout the Tribe's service area.
17. Must be available to attend periodic trainings which may require overnight travel.
18. 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.

**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.

**Council Approved:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_

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