

# 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

**Title:** Landscape Architect/Maintenance Engineer

**Reports To:** Building Inspector/Maintenance Supervisor

**Location:** Karuk Tribe Housing Authority, Orleans

**Salary:** \$15.00 to \$17.00 per hour, depending on experience

**Summary:** The Landscape Architect/Maintenance Engineer shall, under the general supervision of the Building Inspector/Maintenance Supervisor, be responsible for performing landscaping and maintenance services necessary to maintain KTHA's property, facilities, and housing units.

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

### **Application Deadline: August 10, 2018 by 5 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 the Human Resources Department, Telephone (530) 493-1600 X 2010, Fax: (530)-493-1611, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

## Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page**

## **POSITION DESCRIPTION**

**Title:** Landscape Architect/Maintenance Engineer

**Reports To:** Building Inspector/Maintenance Supervisor

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

**Responsibilities:**

1. Shall inspect units and other KTHA property or facilities, recommend or perform landscaping or maintenance needs.
2. Shall perform duties and tasks related to planting and/or maintaining common areas of KTHA property.
3. Shall operate equipment necessary to maintain grounds, units, and property of KTHA.
4. Shall maintain and further develop grounds and recreation areas.
5. Shall perform maintenance services requested by tenants per housing standards as directed.
6. Shall perform duties and tasks related to the scheduled maintenance program and follow-up services as needed.
7. Shall identify and recommend special services required by contract labor and assist them if needed.
8. Shall estimate required materials and parts to be used in performance of duties and maintain records.
9. Shall requisition supplies as needed; observe and report needed repairs to equipment and maintain equipment used during the course of work.
10. Shall maintain inventory for tools and equipment.
11. Shall provide advice and assistance to tenants in performing minor maintenance on their units.
12. Shall clean, paint, and repair vacated units for occupancy.
13. Shall submit written reports to the Board of Commissioners on a monthly basis.

14. Shall be available for local and out of the area travel as required for job related training, and shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related duties as assigned.

**Qualifications:**

1. Have the ability to work 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 harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instruction.
5. Have a general working knowledge of various landscaping and maintenance duties related to buildings and property.

**Requirements:**

1. Must have demonstrated knowledge of maintenance and landscaping supplies and equipment, proper and safe methods used in maintenance and landscaping work, basic to intermediate hand tools and equipment used in routine building maintenance and grounds keeping.
2. Must be able to clean and care for assigned equipment, follow oral and written instructions, read and write at a level required for successful job performance, recognize and locate conditions which require maintenance and/or repair, use and care for tools in a safe manner.
3. Must be able to work efficiently and effectively without close supervision.
4. Must have the 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; good verbal communication skills.
5. Must possess the ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
6. Must possess a valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and criminal background check in accordance with KTHA Hiring Policy.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, 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.

**Board Approved:** July 26, 2004, Revised September 3, 2013, Revised March 27, 2017

**Council Approved:** September 26, 2013

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

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