

KARUK TRIBE HOUSING AUTHORITY

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Vacancy Announcement

- Title:** Landscape Architect/Maintenance Engineer
- Reports To:** Building Inspector/Maintenance Supervisor
- Location:** Karuk Tribe Housing Authority Office, 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: September 28, 2018

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888

Email: humanresources@karuk.us

POSITION DESCRIPTION

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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: _____