

Karuk Community Health Clinic

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

Karuk Tribe

**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 (Internal Posting)

Title: Auto Mechanic/Maintenance Worker

Reports To: Maintenance Supervisor and/or Maintenance Director

Location: Happy Camp

Salary: \$16.00 to \$21.00 per hour, DOE

Summary: This is not an entry level position. The auto mechanic/maintenance worker will work full time in the auto shop and used by the maintenance crew when needed. The mechanic/maintenance position will be responsible for maintaining and repairing tribally owned vehicles and equipment. The mechanic/maintenance position will also be responsible for any maintenance as needed on tribally owned buildings and lands. Must be able to work alone when required and with other staff members at the guidance and direction of the Maintenance Supervisor. Must be able to follow verbal and written instructions. Must be computer literate and willing to use analyzers and troubleshooting programs. Must be able and willing to make repairs and do maintenance to Manufactures specifications. Must have journeyman, training certificate(s) or ASE auto mechanic background with verifiable training/experience and maintenance staff knowledge to accomplish a minimum of journeyman level of production at these trades.

Classification: Full time, Regular, Non-Exempt

Application Deadline: May 14, 2018 by 5 PM

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 X 2010, Fax: (530)-493-1611, Email: 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 and click on the TERO page.

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POSITION DESCRIPTION

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Summary:

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Responsibilities:

- 1) Shall maintain a good working environment and communication with Director, Supervisor, co-workers, other staff and the general public.
- 2) Shall maintain and work on tribally owned vehicles and equipment.
- 3) Shall maintain and work on tribally owned grounds and buildings.
- 4) Shall possess the tools and knowledge necessary to perform auto mechanics, landscaping and building maintenance tasks.

- 5) Shall be responsible for maintaining a safe working environment.
- 6) Shall be available and willing to travel as needed to work on any of the Tribe's holdings, buildings, vehicles or equipment.
- 7) Shall understand and implement basic program needs and goals.
- 8) Shall be responsible for tribally owned tools, vehicles and equipment.
- 9) Shall be polite and maintain a priority system in accepting other position related duties as assigned.

Qualifications:

- 1) Ability to work effectively with Native American people and the general public in culturally diverse environments.
- 2) Ability to manage time and work under stressful conditions with an even temperament.
- 3) Ability to establish and maintain harmonious working relationships with other staff members and the general public.
- 4) Ability to understand and follow oral and written instructions.

Requirements:

- 1) Must have journeyman, training certificate(s) or ASE auto mechanic background with verifiable training/experience and maintenance staff knowledge to accomplish a minimum of journeyman level of production at these trades.
- 2) Knowledge and ability to work with computers, analyzers and computer programs.
- 3) Must have the abilities to service and/or make repairs to manufacturer specifications.
- 4) Must have the ability to understand and follow verbal and written instructions. Must be able to read and write at a level required for successful job performance.
- 5) Must have the knowledge and ability to do journeyman level mechanics and maintenance duties in regards to Tribal vehicles, equipment, grounds and buildings.
- 6) Must own and be able to use basic mechanic and maintenance tools.
- 7) Must have the ability to clean and care for assigned tribally owned tools.
- 8) Must have the ability to troubleshoot mechanical, landscaping and building problems.

- 9) Must be able to work standing and walking for extended periods, stoop, kneel and crouch to pick up or move objects, office equipment furniture, miscellaneous equipment; physically able to move and carry objects weighing up to 90lbs, able to move more with assistance. Normal manual dexterity and hand eye coordination; corrected vision and hearing to a normal range and good communications skills.
- 10) Must have a valid driver's license, good driving record and be insurable by the Karuk Tribe's insurance. Must be willing to upgrade driver's license to a CDL.
- 11) Must be willing to travel and work in any of the Tribe's work sites.
- 12) Must accept responsibility for and adhere to the confidentiality policy.
- 13) Must successfully pass a pre-employment drug and alcohol 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: 5/10/18

Chairman's Signature: _____

Employee's Signature: _____