

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: Temporary Seasonal Landscaper/Maintenance Worker (June-August)

Reports To: Maintenance Supervisor

Location: Yreka

Salary: \$15.00 to \$17.00 per hour, (DOE)

Summary: The Landscaper / Maintenance Worker of the Karuk Tribe Housing Authority will work under the direction of the Maintenance Supervisor to perform general maintenance and seasonal landscaping duties.

Classification: Full Time, Seasonal, Non Exempt

Application Deadline: May 24, 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

Title: TEMPORARY SEASONAL Landscaper / Maintenance Worker (June-August)

Reports To: Maintenance Supervisor

Location: Yreka

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

Summary: The Landscaper / Maintenance Worker of the Karuk Tribe Housing Authority will work under the direction of the Maintenance Supervisor to perform general maintenance and seasonal landscaping duties.

Classification: Full Time, Seasonal, Non Exempt

Responsibilities:

- 1) Shall inspect units and other KTHA property or facilities, recommend and perform maintenance needs.
- 2) Shall perform maintenance services requested by tenants per housing standards as directed.
- 3) Shall perform duties and tasks of the scheduled maintenance program and follow up.
- 4) Shall identify and recommend special services required by contract labor and assist them if needed.
- 5) Shall estimate required materials and parts to be used in performance of duties and maintain records.
- 6) Shall maintain an inventory of tools and equipment.
- 7) Shall provide advice and assistance to tenants in performing minor maintenance on their units.
- 8) Shall have good general working knowledge of specific tasks.
- 9) Shall maintain and further develop grounds and recreation areas.
- 10) Shall clean, paint, and prepare vacated units for occupancy.
- 11) Shall inspect resident grounds and other KTHA property, recommend and perform landscaping needs.

- 12) Shall perform landscaping services requested by tenants per housing standards as directed.
- 13) Shall perform duties and tasks of the scheduled landscaping program and follow up.
- 14) Shall identify and recommend special services required by contract labor and assist them if needed.
- 15) Shall estimate required materials and parts to be used in performance of duties and maintain records.
- 16) Shall maintain inventory for landscaping tools and equipment.
- 17) Shall provide advice and assistance to tenants in performing minor landscaping on their units.
- 18) Shall have good general working knowledge of specific tasks.
- 19) Shall maintain and further develop grounds and recreation areas.
- 20) Shall perform maintenance of grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, watering plants, developing flowerbeds and lawns, etc.
- 21) Shall perform fire preventative landscaping on KTHA property.
- 22) Shall perform erosion control landscaping on KTHA property.
- 23) Shall ensure all landscapes are watered, fertilized, etc.
- 24) Shall submit written reports to the Board of Commissioners on a monthly basis.
- 25) Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
- 26) Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

- 1) Have the ability to work effectively 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 instructions.

Requirements:

- 1) Must have good general working knowledge of the tasks to be performed.

- 2) Must possess valid driver's license, good driving record, and be insurable by Housing's insurance carrier.
- 3) Must adhere to confidentiality policy.
- 4) Must successfully pass a pre-employment drug screening test and criminal background check.

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.

Last Revised: March 27, 2017

Chairman's Signature: _____

Employee's Signature: _____