

---

**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

---

## Vacancy Announcement

**Title:** Roads Maintenance Worker I

**Reports To:** Roads Maintenance Supervisor

**Location:** Based in Orleans with travel to Happy Camp and Yreka, CA

**Assigned  
Work**

**Location:** Happy Camp or Orleans, CA (TBD at hire)

**Salary:** 20.00 to 25.00 per hour, DOE

**Summary:** Responsible for assisting in the maintenance of all Karuk Tribal roads and associated facilities. The Roads Maintenance Worker must have a working knowledge of road construction and maintenance techniques, as well as industry machinery and tools.

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

### **Application Deadline: Open Until Filled**

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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2010 or ext. 2038, Fax: (530) 493-5322, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

---

**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

---

## POSITION DESCRIPTION

**Title:** Roads Maintenance Worker I

**Reports To:** Roads Maintenance Supervisor

**Location:** Based in Orleans with travel to Happy Camp and Yreka, CA

**Assigned  
Work**

**Location:** Happy Camp or Orleans, CA (TBD at hire)

**Salary:** \$20.00 to 25.00 per hour/ DOE

**Summary:** Responsible for assisting in the maintenance of all Karuk Tribal roads and associated facilities, including but not limited to; performing routine equipment maintenance, weed-eating, street sweeping, applying striping to roadways, setting up cones and performing traffic control, cleaning drain inlets and gutters, crack sealing, seal coating, installing and replacing signs.

**Classification:** Entry Level, Hourly, Non-Exempt

**Responsibilities:**

1. Road Maintenance Worker I must ensure knowledge of the Karuk Tribal Roads Program, it's governing regulations and knowledge of the Federal Highway Administration and Tribal Transport Program.
2. Maintains a clean, secure and safe work site and upholds a good working environment and communications with supervisor, coworkers, other staff, and the general public.
3. Ensures the safe use, maintenance, and operation of all program tools, vehicles and equipment. Reports any violations, concerns, damage, theft or in a timely manner.
4. Assists with routine inventory tracking and monitoring.
5. Understands and implements basic project needs and goals including ensuring culturally significant areas are maintained and preserved according to Tribal and/or Cultural standards.
6. Occasionally performs cultural monitoring duties for projects where digging of previously undisturbed soil is necessary.

7. Must be reliable, on time, and maintain daily logs as required.
8. Attends meetings and trainings as required.
9. Ensures compliance with all Tribal, Federal, State and local laws and policies.
10. Other job-related duties as assigned.

**Desired Qualifications:**

1. Familiar with Karuk Tribal Roads Program regulations, per the Federal Highway Administration (FHWA) and Tribal Transportation Program (TTP).
2. Current flagger certification for maintenance and construction zones or have the ability to obtain certification.
3. Knowledge and prior work in transportation or road safety highly desired; skilled in road construction and/or maintenance techniques.
4. Certification or special training as a Tribal Cultural Monitor.
5. Working knowledge of industry machinery and tools.
6. Experience using equipment such as backhoe, street sweeper, skip-loader, Crafc equipment.
7. Current Commercial Driver's License.

**Requirements:**

1. Must have ability to work effectively with Native American people in culturally diverse environments.
2. Must be in good physical condition; able to occasionally climb steep slopes and often lift items weighing up to 90 pounds frequently, without restriction.
3. Must be punctual, have ability to manage time well and work under stressful conditions with an even temperament.
4. Must have ability to establish and maintain harmonious working relationships with other employees, the community and the general public.
5. Must have ability to understand and follow oral and written instructions.
6. Must possess valid driver's license, good driving record, reliable transportation and be insurable by the Tribe's insurance carrier.
7. Must adhere to the Karuk Tribe Personnel Policy Manual.
8. Must exercise confidentiality and follow the proper chain of command as per tribal policy.
9. Must be able to travel and work throughout the Tribe's service areas.

10. Must be available to attend periodic trainings which may require overnight travel.

11. 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.

**Committee Approved: July 3, 2024**

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