

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: Maintenance Engineer

Reports To: Maintenance Supervisor

Location: Yreka, CA

Salary: \$20.00 to \$26.00, depending on experience

Summary: Maintenance Engineer, under the general supervision of the Maintenance Supervisor, is responsible for performing maintenance services necessary to maintain KTHA's property, facilities, and housing units.

Classification: Full Time, Regular, Non-Exempt

Application Deadline: August 7, 2023 by 5:00 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 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

Title: Maintenance Engineer

Reports To: Maintenance Supervisor

Location: Yreka, CA

Salary: \$20.00 to \$26.00, depending on experience

Summary: Maintenance Engineer, under the general supervision of the Maintenance Supervisor, is responsible for performing maintenance services necessary to maintain KTHA's property, facilities, and housing units.

Classification: Full Time, Regular, Non-Exempt

Responsibilities:

1. Inspects units and other KTHA property or facilities, recommend or perform maintenance needs.
2. Performs maintenance services requested by tenants per housing standards or as directed.
3. Performs duties and tasks related to the scheduled maintenance program and follow-up services as needed.
4. Identifies and recommends special services required by contract labor and assist them if needed.
5. Estimates required materials and parts to be used in performance of duties and maintains appropriate records.
6. Requisitions supplies as needed; observes and reports needed repairs to equipment and maintains equipment used during the course of work.
7. Maintains inventory for tools and equipment.
8. Provides advice and assistance to tenants in performing minor maintenance on their units.
9. Maintains and further develops grounds and recreation areas.
10. Cleans, paints, and repairs vacated units for occupancy.
11. Submits monthly reports to the Maintenance Supervisor for Board of Commissioners review and approval.

12. 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 or as requested.
13. Shall be polite and maintain a priority system in accepting other job-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 maintenance duties related to buildings and property.

Requirements:

1. Knowledge of maintenance supplies and equipment, proper and safe methods used in maintenance work, basic to intermediate hand tools and equipment used in routine building maintenance and grounds keeping.
2. Ability 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. Ability to work efficiently and effectively without close supervision.
4. 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. 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.

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.

Committee Approved: 7/19/2023

Employee Signature: _____