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**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

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## Vacancy Announcement

**Title:** On-Call Roads Maintenance Worker

**Reports To:** Roads Maintenance Supervisor

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

**Salary:** \$17.00 to 23.00 per hour, DOE

**Summary:** Responsible for assisting in the maintenance of all Karuk Tribal roads and associated facilities. The Roads Maintenance Worker must be capable of working alone or with other staff members, following written and/or verbal instructions and be in good physical condition. The Roads Maintenance Worker must have a working knowledge of road construction and maintenance techniques, as well as industry machinery and tools.

**Classification:** On-Call, Entry Level, Non-Exempt

### **Application Deadline: June 11, 2024 by 5 PM**

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. 2043, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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

### Responsibilities:

1. Must understand and adhere to Karuk Tribal Roads Program policies, as adopted from the Federal Highway Administration (FHWA) and Tribal Transportation Program (TTP).
2. Responsible for the safe use, maintenance and operation of all program tools, vehicles and equipment.
3. Must be able to understand and implement basic project needs and goals including ensuring culturally significant areas are maintained and preserved according to Tribal and/or Cultural standards.
4. Responsible for maintaining a good working environment and communications with supervisor, coworkers, other staff, and the general public.
5. Must be reliable, on time, and maintain daily logs as required
6. Other job-related duties as assigned.

### Desired Qualifications:

1. Current flagger certification for maintenance and construction zones or have the ability to obtain certification.
2. Knowledge and prior work in transportation or road safety highly desired; skilled in road construction and/or maintenance techniques.
3. Certification or special training as a Tribal Cultural Monitor.
4. Working knowledge of industry machinery and tools

**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 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.
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:** April 23, 2024; updated 5/9/2024

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