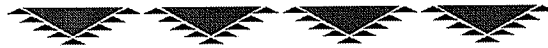

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

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

Title: On-Call Roads Maintenance Worker

Reports To: Lead Roads Maintenance Worker

Location: Orleans, Happy Camp, and Yreka

Salary: \$10.00 to \$12.00 per hour, depending on experience

Summary: Shall be 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, Seasonal, Non Exempt

Application Deadline: Monday August 19, 2013.

Job descriptions and applications are available online at www.karuk.us/jobs, or contact the Human Resource Manager, Karuk Tribe, PO Box 1016, Happy Camp, CA 96039

- Telephone: 530-493-1600, ext 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcolegrove@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.

Applicant's must submit an employment application to the Happy Camp Human Resources Office no later the deadline.

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POSITION DESCRIPTION

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Classification: On-Call, Seasonal, Non Exempt

Responsibilities:

1. Must understand and adhere to Karuk Tribal Roads Program policies, as adopted from the BIA IRR Program.
2. Shall be responsible for the safe use and operation of all program tools, vehicles and equipment.
3. Shall be able to understand and implement basic project needs and goals.
4. Shall be responsible for good working environment and communications with supervisor, coworkers, other staff, and general public.
5. Other job related duties as assigned.

Desired Qualifications:

1. Current flagger certification for maintenance and construction zones.
2. Certification or special training as a Tribal Cultural Monitor.

Requirements:

1. Must have skills in road construction and/or maintenance techniques.
2. Must have a working knowledge of industry machinery and tools.
3. Must be in good physical condition; able to climb steep slopes and lift items weighing up to 90 pounds without restriction.

4. Must have ability to work effectively with Native American people in culturally diverse environments.
5. Must have ability to manage time well and work under stressful conditions with an even temperament.
6. Must have ability to establish and maintain harmonious working relationships with other employees and the public.
7. Must have ability to understand and follow oral and written instructions.
8. Must possess a valid California Driver's License, good driving record, and reliable transportation.
9. Must adhere to the Karuk Tribe Personnel Policy Manual.
10. Must exercise confidentiality.
11. Must be able to travel and work throughout the Tribe's service area.
12. Must be available to attend periodic trainings which may require overnight travel.
13. 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.

Council Approved: September 3, 2009

Chairman's Signature: _____

Employee's Signature: _____