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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:** Maintenance Worker

**Reports To:** Maintenance Crew Supervisor

**Location:** Happy Camp, CA

**Salary:** \$15.00 - \$21.00 per hour, depending on experience

**Summary:** Shall be responsible for maintaining any and all of the Tribally owned lands and buildings. The Maintenance Worker must be capable of working alone or with other staff members, following written and verbal instructions. The Maintenance Worker must have a working knowledge of the construction trades. The Maintenance Worker must have and use personal tools, operate equipment and understand the Tribe's fiscal and paperwork system.

**Classification:** Full Time, Regular, Non-Exempt

**Application Deadline: May 10, 2021 by 5:00 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 & 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](http://www.karuk.us) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **Position Description**

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### **Responsibilities:**

1. Shall be responsible for good working environment and communications with; Supervisor, co-workers, other staff, and general public.
2. Shall be a "troubleshooter" as needed.
3. Shall be responsible for maintaining a safe working environment.
4. Shall be responsible for day to day, short term work schedules.
5. Shall understand and implement the Tribe's paperwork system.
6. Shall understand and adhere to the purchase order system.
7. Shall compile comprehensive materials lists for specific projects.
8. Shall be responsible for Tribally owned tools, vehicles and equipment.
9. Shall understand and implement basic program needs and goals.
10. 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 skills in rough and finish carpentry, plumbing, electrical, roofing, concrete work, glazier skills, etc.
2. Must have a working knowledge of hand and power tools.
3. Must possess a valid driver's license, good driving record, be insurable by the tribe, and have reliable transportation.
4. Must exercise confidentiality.
5. Must own and be able to use needed tools.
6. Must be able to travel and work in any of the sites owned by the Tribe.
7. 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.

**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.

**Council Approved:** March 9, 2017

**Revised:** July 2, 2020

**Chairman's Signature:** \_\_\_\_\_

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