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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:** 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: Wednesday April 17, 2013.**

Job descriptions and applications are available online at [www.karuk.us/jobs](http://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
- Email: [lcolegrove@karuk.us](mailto: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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### 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:** \_\_\_\_\_