
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

Vacancy Announcement (Internal)

Title: Temporary Landscape Architect/Maintenance Engineer

Reports To: TANF Director or designee

Location: Yreka, Happy Camp and Orleans

Salary: \$25.00 per hour

Classification: Part Time, Temporary (6 Months), Non-Exempt (20 –29 hours per week)

Summary: Landscape Architect/Maintenance Engineer shall, under the general supervision of the TANF Director, be responsible for performing gardening, landscaping, minor carpentry, minor plumbing, painting and maintenance services necessary to maintain the TANF offices.

Application Deadline: August 28, 2020

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. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

Title: Temporary Landscape Architect/Maintenance Engineer

Reports To: TANF Director or designee

Location: Yreka, Happy Camp and Orleans

Salary: \$25.00 per hour

Classification: Part Time, Temporary (6 Months), Non-Exempt (20 –29 hours per week)

Summary: Landscape Architect/Maintenance Engineer shall, under the general supervision of the TANF Director, be responsible for performing gardening, landscaping, minor carpentry, minor plumbing, painting and maintenance services necessary to maintain the TANF offices.

Responsibilities:

1. Shall regularly inspect the Yreka, Happy Camp and Orleans TANF offices to recommend or perform building, landscaping and/or maintenance needs.
2. Shall recommend and perform duties and tasks related to upkeep and/or maintaining common areas of the office.
3. Shall operate equipment necessary to maintain the TANF offices.
4. Shall maintain and further develop grounds and outdoor areas.
5. Shall perform duties and tasks related to a scheduled maintenance program and follow-up services as needed.
6. Shall identify and recommend special services required by contract labor and assist them if needed.
7. Shall estimate required materials and parts to be used in performance of duties and maintain records.
8. Shall submit requisition for supplies as needed; observe and report needed repairs to the TANF office, equipment and maintain equipment used during the course of work.
9. Shall maintain inventory of tools and equipment.

10. Shall provide advice and assistance for minor carpentry and plumbing repairs or projects to upgrade to the TANF offices.
11. Shall perform minor job tasks such as carpentry, plumbing, painting as needed.
12. Shall be available for local and out of the area travel as required for the job. Shall attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other position related job 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.
5. Have the ability to understand and follow oral and written instruction.
6. Have a general working knowledge of various gardening, landscaping, carpentry, plumbing and maintenance duties related to building and property.

Requirements:

1. Demonstrated experience in carpentry, plumbing, building maintenance and landscaping required. Must demonstrate proper and safe methods for utilizing tools and equipment used in maintenance, carpentry, plumbing and landscaping work. Must have own basic to intermediate hand tools and equipment used in routine building maintenance, carpentry, plumbing 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 Tribe'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.

Council Approved: August 20, 2020

Chairman's Signature: _____

Employee's Signature: _____