

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Emergency Posting

Vacancy Announcement

- Title:** Temporary Maintenance Worker/Landscaper
- Reports To:** Maintenance Supervisor
- Location:** Yreka
- Salary:** \$10.00 to \$12.00 per hour, depending on experience
- Summary:** The Maintenance Worker/Landscaper of the Karuk Tribe Housing Authority will work under the direction of the Maintenance Supervisor to perform general maintenance duties in the Yreka Housing Community.

Application Deadline: 5pm Friday June 27, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 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 KTHA residential preference apply, 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 must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

POSITION DESCRIPTION

Title: Temporary Maintenance Worker/Landscaper

Reports To: Maintenance Supervisor

Location: Yreka

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

Summary: The Maintenance Worker/Landscaper of the Karuk Tribe Housing Authority will work under the direction of the Maintenance Supervisor to perform general maintenance duties in the Yreka Housing Community.

Classification: Full-Time, Temporary, Non-Exempt

Responsibilities:

1. Shall inspect units and other KTHA property or facilities, recommend and perform maintenance needs.
2. Shall perform maintenance services requested by tenants per housing standards as directed.
3. Shall perform duties and tasks of the scheduled maintenance program and follow up.
4. Shall identify and recommend special services required by contract labor and assist them if needed.
5. Shall estimate required materials and parts to be used in performance of duties and maintain records.
6. Shall maintain an inventory of tools and equipment.
7. Shall provide advice and assistance to tenants in performing minor maintenance on their units.
8. Shall have good general working knowledge of specific tasks.
9. Shall maintain and further develop grounds and recreation areas.

10. Shall clean, paint, and prepare vacated units for occupancy.
11. Shall inspect resident grounds and other KTHA property, recommend and perform landscaping needs.
12. Shall perform landscaping services requested by tenants per housing standards as directed.
13. Shall perform duties and tasks of the scheduled landscaping program and follow up.
14. Shall identify and recommend special services required by contract labor and assist them if needed.
15. Shall estimate required materials and parts to be used in performance of duties and maintain records.
16. Shall maintain inventory for landscaping tools and equipment.
17. Shall provide advice and assistance to tenants in performing minor landscaping on their units.
18. Shall have good general working knowledge of specific tasks.
19. Shall maintain and further develop grounds and recreation areas.
20. Shall perform maintenance of grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, watering plants, developing flowerbeds and lawns, etc.
21. Shall perform fire preventative landscaping on KTHA property.
22. Shall perform erosion control landscaping on KTHA property.
23. Shall ensure all landscapes are watered, fertilized, etc.
24. Shall submit written reports to the Board of Commissioners on a monthly basis.
25. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
26. 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 good general working knowledge of the tasks to be performed.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must adhere to confidentiality policy.
4. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Approved: _____

Chairman's Signature: _____

Employee's Signature: _____