

Position Description

Title: Maintenance Tech II (Temporary)

Reports To: Maintenance Supervisor

Location: Happy Camp, Yreka, or Orleans

Salary: \$25 .00 - \$30.00 per hour, depending on experience

Summary: Responsible for maintaining any and all of the Tribally owned lands and buildings. The Maintenance Tec II must be capable of working alone or with other staff members, following written and verbal instructions. Candidate must have a working knowledge of the construction trades, possess and know how to use personal tools plus operate equipment safely, in addition to an understanding of the Tribe's fiscal and paperwork system.

Classification: Full Time, Temporary, Non-Exempt

Responsibilities:

1. Must be responsible for good working environment and communications with; Supervisor, co-workers, other staff, and general public.
2. Must be a "troubleshooter" as needed.
3. Must be responsible for maintaining a safe working environment.
4. Must be responsible for day to day, short term work schedules and needed adjustments.
5. Must understand and engage with internal paperwork system, within related processes.
6. Must understand and adhere to the internal purchase order system, within related processes.
7. Must compile comprehensive materials lists for specific projects.
8. Must be responsible for Tribally owned tools, vehicles and equipment.
9. Must understand and implement basic program needs and goals.
10. Adheres to Tribe's and Program's confidentiality and personnel policies
11. Be available for local and out of the area travel as required for job related training and various activities
12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties as assigned.
14. Inspect all Karuk Tribe facilities, recommend and/or perform maintenance as needed.

15. Performs duties and tasks related to the scheduled maintenance program and follow-up services as needed.
16. Must be a positive influence and supervision of Maintenance Tec I.

Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must have journey man skills in rough and finish carpentry, plumbing, electrical, roofing, concrete work, glazier skills, etc.
2. Must OWN hand and power tools, along with a working knowledge.
3. Must be a self-starter, well organized, and willing to learn new skills
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
6. Ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
7. Ability to work efficiently and effectively without supervision.
8. Must have the ability to have good leadership skills to aid Maintenance Tech I.
9. 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.

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.

Committee Approved: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____