



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Tule River Tribal Members Only

Opening Date: 1/21/2015

Closing Date: 1/28/2015

If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: General Laborer

Department: Public Works

Work Schedule: Monday- Friday 7:00AM-3:30PM

Wage Rate: Pay Range 14: \$15.09/Hr./Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE:
General Laborer

WORKSITE: Tule River Indian Reservation
340 North Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The General Laborer performs manual labor as needed on the Tule River Indian Reservation. This position includes working under Public Works, Federally Funded Project, BIA, and I.H.S. by performing the following duties.

DUTIES AND RESPONSIBILITIES:

1. Aid in installation of domestic water system.
 2. Work safely around heavy equipment.
 3. Attend training as needed.
 4. Operate vehicle and general maintenance.
 5. Fill out daily work forms.
 6. Uses excellent customer service skills, establishes and maintains an effective working relationship with other employees, officials, and all members of the general public.
 7. Performs heavy manual labor duties in extreme weather conditions as needed.
 8. Performs custodial duties.
 9. All other duties assigned.
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QUALIFICATIONS:

1. Must have a minimum of two years of work related experience.
 2. Must possess a valid CA Driver's License and be insurable through the Tribe.
 3. Must successfully complete a pre-employment drug screen.
 4. Must successfully complete pre-employment background investigation.
 5. Must be able to maintain a regular attendance
 6. Willing to work holidays and weekends, when needed.
 7. Must have up to date Tetanus, Hepatitis A, and Hepatitis B vaccinations
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KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of operating hand tools, shovels, picks, asphalt racks.
2. Knowledge of potential hazardous chemicals used in both plants.
3. Knowledge of basic math (add, subtract, multiply, and divide).
4. Must be able to work from oral and written instructions.
5. Excellent verbal and active listening skills.
6. Must be able to read and write common vocabulary.
7. Ability to work in poor weather conditions.
8. Able to effectively establish priorities and meet deadlines.
9. Exceptional detail and follow-up skills.

10. Ability to quickly evaluate alternatives and decide on a plan of action.
 11. Ability to interpret policy, procedure and data.
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PHYSICAL REQUIREMENTS:

Position requires prolonged sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing in the performance of daily activities.. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination movement. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. Acute hearing is required. Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Noise level is generally loud. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a vehicle or equipment.

Position Reports to:	Construction Foreman
Salary:	Pay Range 14: \$15.09/ Hr. Paid Bi-Weekly/ Overtime Eligible
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K)
Hours:	Monday – Friday 7:00AM-3:30PM (Subject to change based on department needs)

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT