



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 09/26/2018

Closing Date: 10/02/2018

Position Title: Grounds Building Maintenance

Department: Maintenance

Work Schedule: Varies

Wage Rate: Pay Range 20: \$12.79- \$16.37/Hr./ Overtime Eligible

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

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration 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.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

This position will be working at the Tule River Justice Center. If you are selected for the position you will be required to complete an extensive background check.

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

TITLE: Grounds/ Building Maintenance

WORKSITE: Tule River Indian Reservation
Justice Center
Porterville, CA 93257

GENERAL POSITION DESCRIPTION:

Performs routine and extensive grounds keeping and building maintenance duties on all Tribal buildings and facilities.

DUTIES AND RESPONSIBILITIES:

1. Assist other departments as requested, including moving furniture and storing supplies.
 2. Repairs, replaces and installs plumbing fixture and appliance in compliance with local building codes.
 3. Sprays lawn, shrubs and trees with fertilizer, herbicides and insecticides.
 4. Repairs and installs fences, gates, walls and walks.
 5. Makes minor repairs on equipment such as lawn mower, spreader, etc.
 6. Cuts lawn using hand, power or riding mower; trims and edges around walks, flower beds, walls, etc.
 7. Plants grass, flowers, trees and shrubs; prunes shrubs and trees to shape and improve growth.
 8. Removes snow and ice from building walkways and steps; may rake leaves, clean and sweep litter.
 9. May perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
 10. May perform routine laboring and maintenance duties when grounds keeping work has been completed.
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QUALIFICATIONS:

1. High School Diploma or GED preferred.
 2. Must have a valid CA Driver License and be insurable through the Tribe's insurance carrier.
 3. Must successfully complete a pre-employment drug/alcohol and background screen.
 4. Must be willing to work a flexible schedule including weekends. Hours will be scheduled to accommodate community events.
 5. Must be able to lift a minimum of 50 pounds.
 6. Must be able to work well under little or no supervision.
 7. Must be able to follow detailed oral or written instructions.
 8. Must be able to work well with the community.
 9. Must have good communication skills.
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KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to read and comprehend simple instructions, short correspondences and memos.
2. Ability to write simple correspondence.
3. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
4. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
5. Ability to compute rate, ratio and percent and to interpret miscellaneous drawings and schematics.
6. Ability to apply common sense understanding to carry out detailed but involved written or oral instructions.
7. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. 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 and to effectively jump, sprint or throw an object. 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 30 pounds, normally must be able to lift up to 50 pounds, and occasionally must be able to lift over 50 pounds. Noise level is generally loud. This job also requires the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Position Reports to:	Maintenance Foreman
Position Supervises:	None
Wage Rate:	Pay Range 20: \$12.79- \$16.37/ Hr. Paid Bi-Weekly/ Overtime Eligible
Working Hours:	Varies Full-Time (40 Hrs./Week)/ Must be flexible Including weekends and holidays
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERENCE