



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 03/21/2025

Closing Date: 04/03/2025

Position Title: Natural Resources Aide 1

Department: Natural Resources

Work Schedule: Monday-Thursday/ 5:00AM- 3:00PM

Wage Rate: Pay Range 34: \$18.07-\$23.13/Hr./ Paid Bi-Weekly

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

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



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION: Natural Resources Aide I
(Entry Level)

WORKSITE: Tule River Indian Reservation
Natural Resources Department

GENERAL POSITION DESCRIPTION

The Natural Resources Aide is under the overall direction of the Natural Resource Director and immediate supervision of the natural resources' Technician/Supervisor and shall be willing to accept and or receive such assignments, but not limited to the following.

DUTIES AND RESPONSIBILITIES:

1. Implements tribal natural resources programs or projects related to forestry & range management and resource protection, agricultural development and recreation development.
 2. Completes natural resource projects in a timely manner.
 3. Identifies and reports potential problem areas in projects or on the reservation as they relate to the natural resources department's activities.
 4. Assist in enforcing Tribal trespassing on campgrounds and the high-country areas.
 5. Displays a willingness to use tools, equipment, supplies and materials that are or may become necessary in the performance of completing projects or other assignments.
 6. Assists in enforcing Tribal woodcutting permit system and woodcutting policy.
 7. Assists in enforcing Tribal grazing ordinances.
 8. Must be willing to attend training and workshops, seminars to increase knowledge and awareness of job duties.
 9. Maintains ponds and springs to ensure that both wildlife animals and livestock have adequate drinking water supply.
 10. All other duties as assigned by the Director or supervisors.
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QUALIFICATIONS:

1. Must have a keen awareness and understanding of the Reservation's natural resources.
 2. Must have the aptitude to gain the education and training skills required for the position of Natural Resources Aide.
 3. Valid California Driver's License is desirable but not a must.
 4. Must successfully complete a pre-employment drug/alcohol screen and background check.
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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Basic math skills.

2. Ability to abide by Departmental Policy and Procedures.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
4. Ability to explain to community members and visitors the role of the Natural Resources Department in the management of natural resources on the reservation.
5. Ability to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form.
6. Ability to deal with problems involving several concrete variables in standardized situations.
7. Ability to work well with others.

WORKING CONDITIONS:

Position requires prolonged standing, walking, reaching, twisting, and 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. The noise level is generally loud. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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| Reports To: | Natural Resource Director/Technician/Supervisor |
| Supervises: | None |
| Salary: | Pay Range 34: \$18.07- \$23.13/HR Paid Bi-weekly/ Overtime Eligible |
| Working Hours: | 40 Hours per week/ Flexible Seasonal (March- November) Typically 9 Months May Vary Depending on Department Needs |
| Benefits: | Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation. |

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE