

# KARUK TRIBE HOUSING AUTHORITY

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## Vacancy Announcement

**Title:** Seasonal Landscape Architect/Maintenance Engineer

**Reports To:** Maintenance Supervisor

**Location:** Orleans **-OR-** Happy Camp

**Home/Assignment**

**Station:** Pending Hire; will be assigned to Orleans or Happy Camp, CA

**Salary:** \$20.00 to \$26.00 per hour, depending on experience

**Summary:** The Seasonal Landscape Architect/Maintenance Engineer shall, under the general supervision of the Maintenance Supervisor, be responsible for performing landscaping and maintenance services necessary to maintain the Karuk Tribe Housing Authority's (KTHA's) property, facilities, and housing units.

**Classification:** Full Time, Regular, Non-Exempt

**Application Deadline: March 31, 2025 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

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**Responsibilities:**

1. Inspects units and other KTHA properties or facilities, recommends or performs landscaping or maintenance needs.
2. Performs duties and tasks related to planting and/or maintaining common areas of KTHA property.
3. Shall operate equipment necessary to maintain grounds, units, and property of KTHA.
4. Maintains and further develops grounds and recreation areas.
5. Performs maintenance services requested by tenants per housing standards as directed.
6. Performs duties and tasks related to a scheduled maintenance program and follow-up services as needed.
7. Identifies and recommends special services required by contract labor and assists them if needed.
8. Estimates required materials and parts to be used in performance of duties and maintains records.
9. Requisitions supplies as needed, observes and reports needed repairs to equipment and maintains equipment used during the course of work.
10. Maintains inventory for tools and equipment.
11. Shall provide advice and assistance to tenants in performing minor maintenance on their units.

12. Cleans, paints, and repairs vacated units for occupancy.
13. Is available for local and out of the area travel as required for job related training, and attends all required meetings and functions as requested.
14. Is polite and maintains a priority system in accepting other position related duties as assigned.

**Qualifications:**

1. Ability to work with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to understand and follow oral and written instruction.
5. General working knowledge of various landscaping and maintenance duties related to buildings and property.

**Requirements:**

1. Must have demonstrated knowledge of maintenance and landscaping supplies and equipment, proper and safe methods used in maintenance and landscaping work, basic to intermediate hand tools and equipment used in routine building maintenance and grounds keeping.
2. Must be able to clean and care for assigned equipment, follow oral and written instructions, read and write at a level required for successful job performance, recognize and locate conditions which require maintenance and/or repair, use and care for tools in a safe manner.
3. Must be able to work efficiently and effectively without close supervision.
4. Must have the 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.
5. Must possess the ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
6. Must possess a valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and criminal background check in accordance with KTHA Hiring Policy.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, 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:** June 10, 2024

**Employee Signature:** \_\_\_\_\_