



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 09/30/2015**

**Closing Date: 10/14/2015**

**Position Title:** Custodian/Transporter

---

**Department:** Towanits School

---

**Work Schedule:** Monday-Friday 8:00AM- 5:00PM

---

**Wage Rate:** Pay Range 8: \$11.26/Hr./ Overtime Eligible

---

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

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

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](mailto: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 IN.

Approved by TRTC: 5/14/13



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

---

**TITLE:** Custodian/Transporter

**WORKSITE:** Tule River Indian Study Center  
568 W. Olive Ave  
Porterville, CA 93257

---

### GENERAL POSITION DESCRIPTION

The Custodian will perform custodial duties and transport students to the Study Center as needed on a day-to-day basis.

---

### DUTIES AND RESPONSIBILITIES:

1. Engage in painting and performing structural repairs to masonry, woodwork, and furnishings of building.
  2. Performs skilled work in maintenance, repair, alteration, and minor construction of office buildings, offices, and other tribal facilities.
  3. Must know how to use all maintenance equipment and power tools.
  4. Report needed and safety concerns.
  5. Repairs, replaces, and installs plumbing fixture and appliances in compliance with building codes.
  6. Sprays lawns, shrubs, and trees with fertilizer, herbicides, and insecticides.
  7. Repairs and installs fences, gates, walls, and walks.
  8. Makes minor repairs on equipment such as lawn mower, spreader, etc.
  9. Transport students to and from the Study Center as needed.
  10. All other duties as assigned.
- 

### QUALIFICATIONS:

1. High School Diploma or G.E.D.
  2. Must have a valid CA Driver License and be insurable through the Tribe.
  3. Must be able to follow detailed oral and/or written instructions.
  4. Must be able to work well under little or no supervision.
  5. Must be able to work well with the community.
  6. Must have good communication skills.
  7. Must be willing to work on weekends (rotating from one attendant to the other).
  8. Must be able to work a flexible schedule (as hours will be scheduled to accommodate community participation).
  9. Must be able to lift a minimum of 50 pounds.
  10. Must successfully pass a pre-employment drug/alcohol screen and background investigation.
  11. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.
- 

Approved by TRTC: 5/14/13

---

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Ability to read and comprehend policy & procedures, rules & regulations, and operating instructions.
  2. Must be knowledgeable in cleaning methods and cleaning solutions and familiar with MSDS.
  3. Ability to operate mechanical cleaners, polishers, buffers, and any other floor equipment.
  4. Ability to write reports, correspondence, take directions and follow orders.
  5. Ability to add, subtract, multiply, and divide.
- 

**PHYSICAL REQUIREMENTS:**

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 may 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.

---

<b>This position reports to:</b>	Education Director
<b>Supervises:</b>	Transporters/Snack Preparers
<b>Hours:</b>	Monday-Friday 8:00AM- 5:00PM (Hours May Vary)
<b>Salary:</b>	Pay Range 8: \$11.26/ Hour Paid Bi-Weekly/ Overtime Eligible
<b>Benefits:</b>	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

---

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