



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Tule River Tribal Members Only

Opening Date: 09/03/2015

Closing Date: 09/17/2015

Position Title: General Laborer / Handyman

Department: Tule River Economic Development Corporation

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

Wage Rate: \$17.46/ Hr. / Overtime Eligible

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

- **Completed Application**
- **Tribal Identification**

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 IN.



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION
31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: General Laborer / Handyman

WORKSITE: Various TRED C Businesses
31071 Hwy 190
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The General Laborer / Handyman will perform manual labor and general repairs as needed for all businesses and properties of the TRED C or other areas under the control of the Tule River Indian Tribe.

DUTIES & RESPONSIBILITIES:

1. Performs hard physical manual labor and repair duties as needed.
 2. May perform various custodial duties.
 3. Maintains a clean job site: picks up and accounts for all tools and equipment and secures job site each day in order to eliminate potential hazards and theft.
 4. Works safely around equipment. Ensures that proper safety and incident reporting procedures are followed. Must utilize all safety equipment and proper clothing required for each job being performed.
 5. Material handling and storage.
 6. Loads and unloads trucks and haul and hoist materials.
 7. General maintenance of buildings, equipment and vehicles.
 8. General repair and maintenance to include, but not limited to construction, electrical, plumbing, painting, plaster/drywall, and cement.
 9. Attends training as needed.
 10. Fills out daily work forms.
 11. Establishes and maintains an effective working relationship with other employees, officials, and all members of the general public.
 12. Protects organization's value by keeping information confidential and relaying all relevant information and project progress to the Corporation's Senior Executive Assistant.
 13. Performs other duties as assigned.
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QUALIFICATIONS:

1. Must have a high school diploma or G.E.D., or be enrolled in a program to successfully obtain a diploma or G.E.D. within 6 months from employed date.
2. Must have some work related experience and be able to accomplish all projects without assistance or direct supervision.
3. Must have a valid California Driver's License and be insurable through the Tribe.
4. Must successfully complete a background investigation and pre-employment drug/alcohol screen.
5. Must be able to maintain regular attendance.
6. Must have acceptable work history if previously employed with the Tule River Tribe and/or Tribal Entities.
7. Willing to work holidays and weekends, when needed.
8. Knowledge of basic math (add, subtract, multiply, and divide).
9. Should be able to read and write common vocabulary.
10. Ability to work in poor weather conditions.
11. Able to effectively establish priorities and meet deadlines as assigned by a supervisor.
12. Exceptional detail and follow-up skills.
13. Ability to quickly evaluate alternatives and decide on a plan of action.

PHYSICAL DEMANDS:

While performing the duties of this job the employee is regularly required to talk, hear, stand, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls. Must be able to lift and carry up to 75 pounds. Must be able to work in a fast paced environment. Must be able to perform all essential duties of the job with or without reasonable accommodation.

This position reports to:	TREDC Senior Executive Assistant
Supervises:	None
Hours:	As Required. Normal hours include Monday- Friday 8:00AM- 5:00PM. Minimal travel is required.
Salary:	\$17.46/HR/ Overtime Eligible
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).