



TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING
Tule River Tribal Member Applicants Only

Opening Date: 7/08/2014

Closing Date: 7/22/2014

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

- Completed Application
- Tribal Identification

All requested information must be in the 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.*

Position Title: General Laborer

Department: TRTC- McCarthy Ranch

Work Schedule: Monday-Friday 7:00AM-3:00PM

Wage Rate: Pay Range 6: \$10.21 /Hr./Overtime Eligible

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

Approved by TRTC: 02/14/2014



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION: General Laborer

WORKSITE: Tule River Indian Reservation
340 North Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The General Laborer performs manual labor as needed on the Tule River Indian Reservation, or other areas under the control of the Tule River Indian Tribe. This position includes working under various Tribal Departments.

DUTIES AND RESPONSIBILITIES:

1. Performs hard physical manual labor duties as needed.
 2. May perform various custodial duties.
 3. Maintains a clean job site: picks up all tools and equipment and secures job site each day in order to eliminate potential hazards.
 4. Works safely around equipment. Ensures that proper safety and incident reporting procedures are followed
 5. Material handling and storage.
 6. Loads and unloads trucks and haul and hoist materials.
 7. General maintenance of equipment and vehicles.
 8. Attends training as needed.
 9. Fills out daily work forms.
 10. Establishes and maintains an effective working relationship with other employees, officials, and all members of the general public.
 11. All other duties assigned.
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QUALIFICATIONS:

1. 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.
3. A valid CA Driver's License and ability to be insured through the Tribe, preferred.
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.

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8. Must have up to date Tetanus vaccination or be willing to provide within 90 days of employment.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of operating hand tools, e.g., shovels, picks, rakes.
2. Knowledge of basic math (add, subtract, multiply, and divide).
3. Must be able to work from oral and written instructions.
4. Excellent verbal and active listening skills.
5. Should be able to read and write common vocabulary.
6. Ability to work in poor weather conditions.
7. Able to effectively establish priorities and meet deadlines as assigned by a supervisor.
8. Exceptional detail and follow-up skills.
9. Ability to quickly evaluate alternatives and decide on a plan of action.
10. Ability to interpret policy and procedure.

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 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.

Position Reports to:	Department Supervisor or above
Position Supervises:	None
Salary:	Pay Range 6: \$10.21 / Hr. Paid Bi-Weekly/ Overtime Eligible
Benefits:	Depending on Classification
Hours:	Monday – Friday 7:00AM-3:00PM (Subject to change based on department needs)

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