

# **JOB ANNOUNCEMENT**

POSITION: **Maintenance**  
DIVISION: **Projects**  
SUPERVISOR: **Facility Manager**  
SALARY RANGE: **\$12.05-\$13.95 (Grade 7-10)**  
CLASSIFICATION : **NON-EXEMPT**  
LOCATION: **Owyhee, Nevada**

**OPENS: November 14, 2022**

**CLOSES: December 14, 2022**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

## **SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering service to the community. This individual works in hazardous environments (Machinery, electricity, chemicals, etc.).

## **JOB SUMMARY:**

Under the direction of the Project Coordinator, with oversight by the Laborer Lead Supervisor, the laborer will perform clean-up of debris, turf preparation, other miscellaneous duties as directed, and maintenance at the Celebration Grounds in Owyhee, NV. The laborer may be required to travel to Mountain Home, Boise, Elko and other areas to pick up supplies.

## **SPECIFIC DUTIES:**

1. Responsible for safe operation and maintenance of department equipment including, but not limited to, hand tools, gas-powered tiller, chainsaws, gas powered trimmers, mowers, etc.
2. Assists in demolition of existing structure and maintaining structures and general maintenance of water sprinklers as may be requested.
3. Assists in tasks necessary in preparation for and placement of sod.
4. Must be responsible for recording daily activities and progress.
5. Notes and reports violation and/or damages to tribal property.
6. Assist with treating weeds.
7. Assist with trash removal; ensure all nails and screws and cleaned up constantly as the Pow Wow Grounds have dances held and any such debris could cause injury to dancer.
8. Will perform other related duties as assigned by supervisor.

## **MINIMUM QUALIFICATIONS:**

1. Must have a valid state (Idaho or Nevada) driver's license.
2. Must be physically able to perform the job duties.
3. Experience with methods common to above duties (i.e. fence building, water trough installation, etc).

## **PHYSICAL DEMANDS**

Work requires constant standing and walking. Moderated heavy physical effort is occasionally required in using heavy objects/powered equipment. Incumbent will frequently lift or move objects weighing up to 50 pounds and may occasionally lift more weight. Incumbent will be required to work in adverse weather conditions.

## **WORK ENVIROMENT:**

Work is completed indoors and outside and the atmosphere can be dirty and dusty. Outside work may be in the hot sun where heat is a health factor. Incumbent has frequent exposure to the possibility of scrapes, burns and infections. Outside work may be in freezing temperatures or wet conditions during the day or night.