

Hopland Band of Pomo Indians

Job Description

Position:	Temp Worker (Temporary, F/T or P/T)
Reports To:	Tribal Administrator or their Designee
Wage:	\$17.00 - \$22 per hour (Varies by assignment)
Hours per week:	Up to 40 hours per week (Varies by assignment)
Grant:	Varies by assignment

POSITION SUMMARY: Under the direction of the Tribal Administrator or their Designee the position of Temp Worker provides work assistance and/or services on the Hopland Tribal lands for the purpose of assisting with Tribal objectives. Work varies by assignment and may include removal of trash and debris, mitigation of hazardous tree and road conditions, mowing, grass cutting, roadside clearing, general repairs and maintenance services for an assigned location, installing and putting together equipment, janitorial and/or clerical work. Assignments will be reviewed with supervisor prior to acceptance.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of general and semi-skilled maintenance and/or clerical activities (e.g., carpentry, painting, electrical, filing, etc.) for the purpose of completing projects within established time frames.
2. Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition and follows established procedures for their safe use.
3. Completes daily, weekly and monthly checklists and maintains records (e.g., repair status, activity logs).
4. Moves heavy furniture, equipment and supplies either manually or by using a hand truck.
5. May obtain estimates for supplies, repair parts and orders parts as needed.
6. Repairs furniture and building system components for the purpose of ensuring a safe working condition.
7. Build, assemble, install furniture as assigned to meet departmental needs.
8. Responds to emergency situations during and occasionally after hours for the purpose of resolving immediate safety concerns.
9. Set up, arrange and assist with decorations, tables, chairs, ladders and scaffolding to prepare facilities for events such as special events, banquets, and meetings.
10. May perform other occasional custodial duties such as: trash removal, cleaning of restrooms, vacuuming and cleaning carpets, sweeping and waxing floors, window washing, and cleaning walls.
11. All other duties as assigned.

REQUIREMENTS/QUALIFICATIONS

EDUCATION/EXPERIENCE: Minimum of a high school diploma or equivalent. Professional training or work experience that demonstrates the ability to perform the duties of the position. Experience with and/or knowledge of Native Communities and Tribal Government Structure. Ability to deal effectively with the public and other agencies.

OTHER REQUIREMENTS: Must be 18 years of age, possess a valid California Driver's License (as required per assignment) and eligible for automobile insurance; ability to operate equipment used in skilled trades, power

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

and hand tools, including but not limited to: weed eaters, power trimmers, chain saws, etc.; adhering to established safety practices. Ability to follow directions, perform duties under supervision and independently and communicate effectively.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; and ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; unusual outside weather conditions, such as extreme temperatures, dirt, dust, fumes, smokes, unpleasant odors and risk of electrical shock; and vibration; possible exposure to poison oak, venomous snakes, ticks, wasps, bees other insects, dogs and wild animals. The noise level in the work environment is usually moderate to occasionally loud when working outdoors. Inside the noise level is low to moderate.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.