



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

RECRUITMENT VACANCY ANNOUNCEMENT

FEBRUARY 8, 2013

R01-13

DEPARTMENT: MAINTENANCE

POSITION: 90 DAYS LABOR

SALARY: \$10.00 PER HOUR

CLOSING DATE: **OPEN UNTIL FILLED**

SUMMARY:

A 90 days construction labor shall be under direct supervision of the Maintenance Director. The construction labor keeps Tribal Building and grounds in working order through maintenance and repairs. A person utilized in this class shall familiarize one-self with all Tribal Buildings, equipment, and grounds assigned to the Maintenance Department, is able to work alone, and make or give written/oral reports. In the event of any special activity or emergency, worker will be responsible for providing assistance.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Must practice safety precautions and be safety conscious at all times.
2. Performs specific building task in accordance with established procedures.
3. Have general knowledge of electrical, carpentry and plumbing skills
4. Repairing of walls, ceilings, doors, windows and floors.
5. Assist in painting office interiors, building exterior and signs.
6. Operate light, heavy equipment.
7. Understand and follow oral/written directions.
8. Establish and maintain effective relationship with this contacted in the course of work.
9. Communicate clearly and concisely, both in oral and written.



10. Complete grounds work as directed by Maintenance Director which may include picking up trash, sweeping curb and dumpster areas and maintaining landscaping and other areas.
11. Responsible for alerting the Maintenance Director of any unusual occurrence and/or damage that have taken place or that may occur.
12. Follow established Tribal policies and those outlined in the Employee Handbook.
13. Perform other duties as directed by the Maintenance Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Some knowledge of cleaning materials, equipment and methods commonly employed in the care and cleaning of buildings, facilities and equipment.
2. General knowledge of building trades.
3. Ability to follow oral and written instructions.
4. Ability to perform tasks requiring moderately/heavy manual work.
5. Ability to establish and effective relationship with clients and co-workers.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED and/or willing to obtain.

SPECIAL REQUIREMENTS:

- Must have valid vehicle operator's license and/or willing to obtain.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.
Pre-employment drug screening is required.