



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

**VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>March 21, 2024</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>April 5, 2024</b>
<b>POSITION TITLE:</b>	<b>Maintenance Worker II</b>
<b>SUPERVISES:</b>	<b>No</b>
<b>STARTING SALARY:</b>	<b>\$20.71 - \$25.88</b>
<b>GRADE:</b>	<b>10</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package <i>*See below</i></b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>No</b>

**GENERAL STATEMENT OF RESPONSIBILITIES:**

Under immediate supervision, performs unskilled and/or skilled manual labor in the construction, maintenance and repair of public works facilities including water and sewer systems, tribal roads, sidewalks, signs, graffiti removal, storm drains, tree trimming and abatement of nuisances in the public right of way and animal control ordinances. Performs a variety of semi-skilled and unskilled tasks involved in the maintenance, limited construction, or repair of tribal buildings and facilities, performs related work as assigned.

**SPECIFIC AREAS OF RESPONSIBILITIES:**

- Within the Public Works Water Department, participates in the work of a water crew engaged in installing, removing, and repairing large and small services, cutting, fitting, laying, and repairing water mains, cleaning, and flushing water mains, repairing mains, valves, and hydrants. Inspecting, testing, and operating valves, fittings, and related water distribution equipment, keeping truck stocked with supplies and materials, repairing fire hydrants and flow testing related equipment. Locating, excavating, and repairing water lines and related facilities. Inspecting water projects for leaks, decayed pipes, spills, installing barricades, and routing traffic in a safe manner.
- Within the Public Works Sewer Department, participate in the work of a sewer crew engaged in installing, removing and repairing large/small services, cutting, fitting, laying

and repairing sewer mains, cleaning and flushing sewer mains, repairing mains and valves; inspecting, testing and operating valves, fittings and related sewer equipment; keeping truck stocked with supplies and materials; locating, excavating and repairing sewer lines and related facilities; inspecting sewer projects for leaks, decayed pipes and spills, installing barricades and routing traffic in a safe manner.

- Within the Public Works Department, participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters and other concrete structures and maintaining Tribal street/roads with hot or cold asphalt mix; cleaning storm drains and catch basins, operating a variety of equipment and using a variety of tools/equipment such as rollers, dump trucks, jack hammers, air compressors, tractor, setting up traffic control and safety zones.
- Participates in the work of the traffic crew engaged in installing and maintaining street signs and street markings; uses a variety of equipment and tools such as welders, paint striper, airless painter, and chemical sprayer.
- Participates in the work of a crew engaged maintaining and repairing sewer mains, and storm drains; assists in the operation to clean sewer lines, cleans blockages to sewer lines and drains and catch basins.
- Performs weed abatement related tasks; assists in trimming and removing trees from the ground and lift.
- Assists with a variety of carpentry, masonry, plumbing and electrical repair work; cleans plugged drains, performs routine maintenance on valves, fitting and other fixtures; installs new plumbing fixtures, builds cabinets and shelves, constructs or repairs walls, platforms and ramps, finishes wood and repairs a variety of wooden objects, prepares surfaces for painting, applies paint varnish, shellac, enamel, or other protective finishes to various surfaces. Repairs and finishes concrete for monuments and plaques.
- Reads meters and enters readings, rereads meters and notes, correct meter reading, evaluates meter condition and meter service area; repair line fittings such as gate valves, meter connections, angle stops, pipes, and curb stops, repairs meters in the field by changing glasses, replacing registers and re-setting boxes, cleans dirt and weeds from meter boxes and trims bushes and trees obstructing meter boxes.
- Learns to operate a variety of light, medium and heavy equipment including bobcat, skid steer, and all attachments, mini-x, backhoes, scissor lift, dump trucks; checks equipment and performs routing maintenance; operates a variety of hand and power tools.
- Maintains and cares for supplies, facilities, and equipment; performs routine maintenance and equipment, safety inspections; reports maintenance and safety hazards to supervisor.
- Other duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- A. Working knowledge of common tools and equipment used in construction and maintenance.
- B. Knowledge of ground maintenance methods and techniques.
- C. Knowledge of operation and maintenance of tools and equipment used in grounds.
- D. Knowledge of basic safety precautions and procedures.
- E. Knowledge of traffic laws, ordinances and rules related to truck and heavy equipment operations, involved in the construction, maintenance, and repair of streets, roads, and drainage systems.
- F. Knowledge of the materials, tools, and methods used in general building repair and maintenance.
- G. Possess basic skills in the operation of a variety of equipment and vehicles.
- H. Possess basic skills in the use of hand and power tools.

**MINIMUM QUALIFICATIONS:**

- 1. Must have a high school diploma or equivalent from an accredited high school.
- 2. Must have a valid California driver's license or license from current residence state.
- 3. Must pass pre-employment background check.
- 4. Must pass a pre-employment drug test.
- 5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

**ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

- 6. One (1) to three (3) years' experience in skilled manual labor in the construction, maintenance and repair of public works facilities.
- 7. One (1) to three (3) years' experience operating a variety of light, medium and heavy equipment.
- 8. One (1) to three (3) years' experience in carpentry, masonry, plumbing and electrical repair work.

**WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computers, printers, or record boxes. Occasionally lifts heavy objects (over 50 pounds). The job requires average agility and dexterity.

**2. WORKING ENVIRONMENT:** The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computers, printers, or record boxes. Occasionally lifts heavy objects (over 50 pounds). The job requires average agility and dexterity.

**PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

**PREFERENCE POLICY:**

1<sup>st</sup> Preference: Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference: All other applicants.

**SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

**HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [wbrown@sir-nsn.gov](mailto:wbrown@sir-nsn.gov) or faxed to (530) 251-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.