

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

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POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT

TITLE: Indian Lake Caretaker
Safety Sensitive Position

LOCATION: Department of Economic and Community Development
(DECD) Lake Hump-ti-pin (Indian Lake)

SALARY: \$9.50 hour + \$125 monthly travel stipend **or**
Season Contract at \$6,955 for May-September 2010 paid
bi-weekly and works Thursday-Monday

EMPLOYMENT STATUS: Special Project / Seasonal – May thru September

SUPERVISED BY: Office Manager

OPENING: March 9, 2010

CLOSING: Open until filled (with first screening March 23, 2010)

GENERAL STATEMENT OF DUTIES:

Oversee campground operations, including, maintenance, collection of fees, and monitoring activities.

DUTIES AND RESPONSIBILITIES:

1. Collects fees for campground use and records it in receipt book as indicated on fee rate schedule.
2. Collects fishing permit fees.

3. Delivers weekly to CTUIR Finance office cash and receipts from previous week's activity, with weekly summary to DECD.
4. Cleans each campground area on a regular basis to ensure quality campsites for users.
5. Cleans restrooms daily and ensures each is properly supplied.
6. Operates generator and monitors water system to ensure water is always available to campground.
7. Resides at lake camp ground in camp trailer seven days a week.
8. Monitor campground to ensure camp users are following posted and established rules.
9. Collects refuse and place in containment area, coordinates with Solid Waste on pick-ups.
10. Assist with annual Fish Derby.

Required Minimum Qualifications: (It is the responsibility of the applicant to demonstrate he/she fully meets the minimum qualifications.)

1. Valid driver's license and vehicle to travel to and from lake area once per week.
2. Some experience collecting cash and writing receipts.
3. Must work weekends and a willingness to reside at campground in trailer for seven days per week (scheduled days off are Tuesday and Wednesday).
4. Ability to do minor repairs at campground area.
5. Bondable.
6. High school diploma or equivalent.
7. Ability to use a cell phone.
8. Must have ability to perform job duties with a high degree of professionalism in order to demonstrate and maintain a positive image of Department of Economic and Community Development and the Tribe.
9. Caretaker must possess excellent communication skills, good manners and a helpful attitude to work with a diverse group of people.
10. Must have own self-contained Recreational Vehicle (RV).

Physical Demands:

Applicant must be able to lift and/or move heavy objects up to 25 lbs.

Be willing to camp for seven days with no electricity.

Applicant must have the ability to tolerate a variety of weather conditions.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.”

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All Confederated Tribes of the Umatilla Indian Reservation positions are competitive. All employment applications and supporting material will be evaluated based on the relevance of the applicant’s qualifications and experience to this position. Applicants who demonstrate that they meet the desired qualifications and experience will be considered qualified to compete for this position and be eligible for an interview.

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based on **UMATILLA TRIBAL PREFERENCE AND INDIAN PREFERENCE.**

DRUG FREE WORKPLACE POLICY:

“The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.”

APPLICATION DEADLINE:

