



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: On-Call Van Driver/Handyman
SALARY: \$8.72 per hour
REPORTS TO: Site Supervisor
LOCATION: Senior Meal Site, Nespelem, Keller, Inchelium, Omak, Washington

BASIC FUNCTIONS: Incumbent will provide services that will help elders in maintaining independence and residency in their own homes including: transportation, delivers meals, drives program/site vehicles, cuts firewood and does a variety of minor yard maintenance. Must have good understanding with senior citizens, have patience, and establish and sustain working relationships with clients, staff, other program/agency staff and the public.

MINIMUM QUALIFICATIONS (Education and Training):

- High School Diploma or GED; or be able to obtain within 12 months of employment.
- Must have 12 months paid work experience, preferably with elders.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Must be able to read, understand and follow written instructions accurately.
- Must be able to follow verbal directions by supervisor or designee.
- Ability to make simple computations accurately in reporting personal mileage logs on a regular basis.
- Ability to operate standard yard maintenance equipment and tools with caution and safety.
- Ability to establish and sustain working relationships with others.
- Ability to chop fire wood hauls and carries in pellets, remove snow, mow lawns, and haul yard debris.

SPECIAL REQUIREMENTS:

- Must have reliable transportation and use personal vehicle to do handyman duties.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must successfully clear and extensive Criminal History Background Inquiry.
- Physical fitness clearance by medical doctor's examination/report.
- Must obtain First Aid/CPR Certification within 90 days of employment and maintain throughout employment.
- Must obtain class "C" Endorsement and Defensive Driving within 90 days of employment and maintain throughout employment.
- Must maintain safe driving habits, following driving laws, i.e. follow speed limits, traffic signs, seatbelt requirements, and precautions on hazardous roadways.

Note: This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post-accident, and random drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Open Continuously.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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