

# POSITION ANNOUNCEMENTS

## LAND MANAGEMENT – MAINTENANCE WORKER

**SCOPE OF POSITION:** Under the direct supervision of the Public Works Supervisor and general supervision of the Public Works Director, undertakes and performs a variety of land management duties, building and/or grounds maintenance and repair functions.

**DUTIES:** Maintains all lands owned by the Chitimacha Tribe of Louisiana, either fee or trust lands.

Knowledgeable in operating equipment, included but not limited to, tractors, bushhogs, lawn mowers, weed eaters, edgers. Maintains equipment used for the maintenance of tribal lands.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** one (1) year of general construction, maintenance, grounds keeping, repair, custodial or closely related experience.

## MAINTENANCE WORKER

**SCOPE OF POSITION:** Under the direct supervision of the Public Works Supervisor and general supervision of the Public Works Director, undertakes and performs a variety of building and/or grounds maintenance and repair functions.

**DUTIES:** Perform the maintenance and repair of tribal lift stations and sewer lines as directed. Maintain all grass and landscaped areas and empty and remove trash from receptacles located in designated areas. Perform routine maintenance and repairs on all tribal buildings as needed and, specific tasks requested through the Work Request system as delegated. Responsible for special projects as directed by the Public Works Supervisor, including but not limited to overall reservation maintenance, ditch cleaning, road maintenance, correcting public health and safety hazards and other field activities. Maintain direct daily communication with the Public Works Supervisor to ensure proper disposition of any problems that may arise and, observe and practice safe working procedures in performance of all duties. Perform other duties as assigned or required.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** one (1) year of general construction, maintenance, grounds keeping, repair, custodial or closely related experience.

### **ADDITIONAL REQUIREMENTS FOR BOTH POSITIONS:**

Subject to call out 24-hours a day, 7 days a week. May be exposed to dangerous machinery, extreme weather conditions, potential physical harm, hazardous chemicals and infectious diseases. May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 50 pounds.

- ✓ **PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.**
- ✓ **SUBJECT TO PRE-EMPLOYMENT AND RANDOM DRUG TESTING.**
- ✓ **A BACKGROUND INVESTIGATION WILL BE REQUIRED.**
- ✓ **DUE TO INTERACTION WITH THE TRIBAL LIFT STATION AND SEWER LINES, THIS POSITION REQUIRES COMPLETION OF THE SERIES OF HEPATITIS B SHOTS.**

**To Apply:** View our website [www.chitimacha.gov](http://www.chitimacha.gov), or visit the Human Resources Department at 105 Houma Drive, Charenton, LA. **Applications are accepted: Monday – Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.**

**Deadline: September 15, 2010**

# **POSITION ANNOUNCEMENT**

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## **SUBSTITUTE WORKERS NEEDED**

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***Yaamahana | Child Care Development Center are currently seeking substitute workers to assist in providing care to infants through 4-year olds.***

### **RESPONSIBILITIES:**

***Responsible for maintaining a warm and nurturing environment that meets the needs of each child. Assists in carrying out a developmentally appropriate curriculum. Maintains positive relationships with parents.***

### **QUALIFICATIONS:**

***High school diploma, or equivalent. Must be 18 years or older. Enjoys working with children.***

- \* MUST HAVE A PRE-EMPLOYMENT PHYSICAL EXAMINATION.**
- \* PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS.**
- \* A BACKGROUND INVESTIGATION WILL BE REQUIRED.**
- \* SUBJECT TO PRE-EMPLOYMENT AND RANDOM DRUG TESTING.**



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