



## COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

729 NE Oregon, Suite 200, Portland, Oregon 97232

Telephone 503 238 0667

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### **Job Announcement**

**Job Title:** Seasonal Maintenance Worker – two positions available  
**Department:** Finance / Operations Department  
**Closing Date:** March 22, 2010  
**Classification:** Temporary, Full time, Seasonal, Non-Exempt  
**Duration:** April through approximately September, 2010  
**Salary/Wage:** \$10 - \$12 / Hour (no fringe benefits)  
**Location:** The Dalles, OR

#### **Job Summary / Primary Responsibility: (Maintenance Worker)**

The position provides the maintenance of the Tribal In-Lieu / Treaty Fishing Access Sites along the Columbia River by: performing work that involves a variety of trade practices such as painting, plumbing, carpentry and custodial work. Maintenance workers will use hand and power tools to accomplish this work.

#### **Essential Job Functions:**

1. Preventative maintenance / corrective maintenance and minor building repairs to the various facilities. Maintaining and repairing boat ramps and paved areas at the sites or at other facilities within the jurisdiction of the In-Lieu / Treaty Fishing Access Sites.
2. Maintenance of facilities to include removing, cleaning, replacing, packing and sealing any defective parts of utility facilities, water and irrigation systems. Cleans related fixtures: picnic tables; shelters; fireplaces and fish cleaning tables. Selects the appropriate tools, materials, and decides on methods and techniques to carry out the work. Performs visual inspection of the sites to ensure they are in good working condition. Reports / repairs any vandalism to the facilities, i.e. to fireplaces, paints, plumbing, lighting fixtures, etc., as well as protects the facilities through winterizing procedures as weather requires.
3. Cleans restrooms and vault toilets to include: sweeping and mopping; cleaning and sanitation of fixtures, toilets, sinks, benches and showers; cleaning windows, mirrors and light fixtures; provides toilet paper as needed; and collecting and disposing of trash, litter and debris. Maintains a stock of janitorial supplies and advises the Maintenance Supervisor when inventories need replenishing.
4. Completes seasonal gardening tasks such as preparing seedbeds, transplanting, seeding, aerating, pruning, and trimming. Cuts, trims and removes fallen trees and brush. Uses power mowers, including riding mowers to maintain grounds; keeps such mowers and other power equipment serviced by performing minor repairs and normal operator maintenance. Mows all improved and unimproved areas. Applies manual or mechanical vegetation control on gravel-surfaced areas, pathways, roads, parking areas, and campsites.

5. Monitors sites for safety hazards, reports emergency situations or the abuse of safety and protection policies / rules governing the sites to the Maintenance Supervisor. Operates and maintains motor vehicles used to perform maintenance on the sites.
6. Other duties as assigned.

**Job Requirements / Qualifications:**

Applicant must have ability to do the work of a maintenance worker with normal supervision. Applicant must be able to perform general maintenance operations using written or oral instructions. Must be able to communicate and interpret instructions, specifications and work orders. Must have the ability to safely operate vehicles, power equipment, and hand tools. Knowledge of preventative maintenance, tools, and equipment are recommended, One year maintenance or construction experience recommended.

Must possess a current valid state issued drivers license and a good driving record.

**Supervision Received:** Supervised by Maintenance Supervisor and or Senior Maintenance Worker.

**Supervision Given:** This position does not have supervisory responsibilities.

**Working Conditions:** This position is located in The Dalles, Oregon. Duties require that maintenance workers travel up and down the Columbia River in order to maintain the In-Lieu / Treaty Fishing Access Sites. The duty days and hours must be flexible enough to meet the peak use times dictated by the treaty fishing seasons and occasional overtime or weekend work may be required. Normal duty days and hours during the fishing season is four, ten hour days per week, either Monday through Thursday, or Tuesday through Friday, between the hours of 7:00 A.M. and 5:30 P.M. The maintenance worker must be able to lift 75 lbs. (tools, equipment and supplies, i.e. bags of fertilizer or grass seed) and must be physically mobile in an unimproved riverbank setting.

Applicant must be available to work full time plus occasional overtime during the treaty fishing season and or when emergency non-routine maintenance repairs are required.

Hiring preference will be given to qualified Native Americans enrolled in a federally recognized tribe.

**Send resume and cover letter and completed CRITFC employment application (available on our website or by calling 503-238-0667) to:**

Human Resources  
Columbia River Inter-Tribal Fish Commission  
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Portland, OR 97232  
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FAX: 503-235-4228