

Seasonal Employee Job Description 2022
UTVC Seasonal Village Maintenance Contract Worker

Position Description:

Under the supervision of the Ugashik Traditional Village Council (UTVC) Tribal Manager/Administrator, the Maintenance Worker is a contract worker of UTVC responsible for the provision of overall Maintenance services for the Ugashik Community and to assist the community organization in other duties as assigned. This is a part-time contract position and is funded under a grant.

Work Schedule

This is a contract position which will require the worker to be Ugashik Village for 2 weeks at a time. Schedule TBD

Qualifications:

- Experience with village equipment and vehicle use & maintenance. (Loader, Skid Steer, truck and tractor)
- Experience with or ability to become familiar with Village Landfill maintenance/recycling
- Knowledge of general written Safety procedures.
- Able to write effectively
- Good oral communication skills.
- High School Graduate (or GED equivalent)

Duties & Responsibilities:

1. General construction work
2. Operate & Maintain Village Landfill; collection/proper disposal of general wastes, separate burnable wastes before placing in landfill
3. Assist in removal and preparation of materials for yearly back haul, and burial of metal wastes. Proper utilization of Village Vehicles and Equipment IE Loader, Skid Steer, truck, and tractor)
4. Proper maintenance of Village Vehicle and Equipment as required/requested
5. Assist in minor repairs of machinery and buildings in the village
6. Fire safety-cut tall brush and grass down to prevent fires during the summer months
7. Assist in Fabrication of tools and structures to be used in the village
8. All other Village Maintenance duties as assigned or relevant to this position
9. Report to Supervisor as required for reporting to Council
10. Maintain and submit work summary each pay period
11. Other duties as assigned

Reports To: UTVC Special Projects Manager and Tribal Administrator or designated On-site Village Personnel.

Salary Range: Flat rate fee of \$1600.00 per work week

Housing: Supplied by UTV, community center housing (bunk bed)

Food Per Diem: \$113.00 per day or \$791.00 per week. Worker will need to bring in their own food.

Acknowledgment:

By signing below, you acknowledge that you have read, understand and agree to the above position title, description, qualifications, duties and responsibilities.

UTVC Seasonal Maintenance Worker Signature

Date

Tribal Administrative Manager

Date