



## The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219

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OPEN: 03/22/23

CLOSE: 04/05/23

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

**POSITION:** ROAD MAINTENANCE TECHNICIAN

**RESPONSIBLE TO:** Tribal Transportation Manager

**SALARY:** Step Range: 13-23; Full Benefits  
Salary Range: \$39,294 - \$52,808  
Hourly Range: \$18.89 - \$25.39

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Klamath Tribes Planning Department  
133 1<sup>st</sup> Street  
Chiloquin, OR 97624

**BACKGROUND:** N/A

### POSITION OBJECTIVES

The Klamath Tribes Planning Department maintains a Referenced Funding Agreement (Government Compact) with the Bureau of Indian Affairs for the development and operation of the Klamath Tribes Tribal Transportation Program. The agreement authorizes the department to perform the transportation planning, research, maintenance, engineering, rehabilitation, restoration, construction, and reconstruction of tribal transportation facilities that are located on, or provide access to, the Klamath Tribes Reservation and associated Tribal communities. The department seeks to find qualified employees who will be directly involved with all Road Maintenance activities authorized under 23 U.S.C. -202 (a)(8)(A).

This position will perform manual tasks in the maintenance, construction, and repair of tribal roads, streets, parking lots, transportation infrastructure and right-of-ways. The Road Maintenance Worker will be called upon to operate truck, snow plow, street sweeper,

excavator, skid steer, hand tools, and various other equipment. Road maintenance assignments will be coordinated and supervised by the Tribal Transportation Manager.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Operate trucks, haul & stockpile dirt and other aggregate material, blacktop and fill for road and street construction repairs.
2. Patch roads, streets and parking lots by using crack-sealing, cement and other specified materials.
3. Check culverts and shoulders: beaver dam removal clean and flush storm water systems with flusher and rodder.
4. Erect road signs in accordance with state requirements; install & repair, make new signs as necessary.
5. Operate power equipment including attachments; maintain & repair equipment in optimal operating condition.
6. Plow snow within designated Tribal roads and parking lot areas.
7. Pick up trash and debris, clean catch basins and remove leaves within the boundaries of Tribal Transportation authorized facilities.
8. Paint streets, parking spaces, handicap spaces, parking safety structures, and internal crosswalks.
9. Perform shop work and equipment maintenance activity on all Tribal Transportation equipment.
10. Operate equipment for the removal and hauling of trees, limbs, brush and stumps; including mowing, brushing, and clearing right-of-way areas.
11. Answer road emergency calls during applicable natural events.
12. Erect and remove barricades and fencing for road construction projects.
13. Assist in developing daily notes for the project Construction Journal associated with each Tribal Transportation project.
14. The incumbent will be called upon to accomplish other tasks within their scope of work.

## **SUPERVISORY CONTROLS**

The Transportation Program Manager is the immediate supervisor of the Road Maintenance Technician and will assign, monitor, and evaluate the quality of all work done. Road maintenance assignments will be coordinated and supervised by the Tribal Transportation Manager who will fully implement the projects progress of work completed in conformance of established standards and specifications, safety and economy of operations. Employees in this position are expected to exercise some judgement in work methods and planning detail.

The supervisor provides instructions as to assignments, time frames and priorities. The supervisor, and the employee, in consultation, determine the target dates and the resources required. The employee keeps the supervisor informed of progress, unanticipated resource needs and issues likely to impact other organizational units. Recommendations are reviewed from the standpoint of the feasibility and compatibility with related projects. Overall accomplishment is reviewed in terms of effectiveness in meeting requirements, completion within projected time frames and acceptable methodology.

## **KNOWLEDGE, SKILLS, ABILITIES**

Basic knowledge of the Klamath Tribes Administrative structure and their operational polices & procedure.

Ability to work independently. The person in this position should be able to accomplish tasks with little or no supervision in accordance with the established policies, practices and priorities of the office. This includes the ability to plan and organize work utilizing one's own initiative and seek information and assistance from other sources when necessary.

Ability to function effectively under pressure of time and/or demands of several tasks at once by efficiently planning, organizing and prioritizing.

Ability to complete documents through outline, draft and packaging final publication stages.

Ability to communicate orally and in writing, and accurately document activities and services rendered.

Ability to be responsible, reliable and trustworthy.

Ability to read and comprehend maintenance manuals and repair procedures.

Ability to work cooperatively with Tribal staff, Tribal representatives and external entities, agencies and the public in performing assigned department functions and projects.

Must physically be able to lift 50 pounds and have the ability to perform tasks which require bending, lifting, stretching, and stooping.

Ability to safely operate vehicles in adverse weather conditions.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

#### **Preferred Qualifications:**

- Heavy Equipment operating experience, but is not necessary.

### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>