SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	**June 4, 2021**
CLOSING DATE OF ANNOUNCEMENT:	**Until to Fill First Cut-off June 18, 2021** **Second Cut-off July 2, 2021** **Third Cut-off July 16, 2021**
POSITION TITLE:	**Weed Warrior**
SUPERVISES:	**No**
STARTING SALARY:	**$14.00 to $14.97 depending on experience**
GRADE:	**3**
FLSA STATUS:	**Non-Exempt**
NUMBER OF POSITIONS:	**1**
STATUS:	**Temporary (4 weeks)**
HOURS:	**Part Time (20 hours per week)**
BENEFITS:	**Highly competitive package **See below***
SUBJECT TO P.L. 101-630:	**No**

GENERAL STATEMENT OF RESPONSIBILITIES:

Weed Warriors will provide weed control along the roadsides, common areas and around homes on the Susanville Indian Rancheria.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Cut and/or pull weeds.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

A. Ability to use weed eaters.

B. Ability to use power tools.

MINIMUM QUALIFICATIONS:

1. Must have a valid California driver's license or license from current residence state.

2. Must pass a pre-employment background check.

3. Must pass a pre-employment drug test.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

4. Must have physical endurance to work out of doors for long periods of time.

5. Must have ability to work independently and cooperatively.

WORKPLACE ENVIRONMENT:

1. PHYSICAL SAFETY: The work requires moderate physical exertion such as long periods of standing repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computer, printers, or record boxes. Occasionally lifts heavy objects (over 50 pounds). Job requires average agility and dexterity.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory, and industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

1st Preference:	Enrolled member of a Federally Recognized Tribe.
2nd Preference:	Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference:	All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **An additional statement on how you meet each Minimum and Additional Qualification and Knowledge, Skills and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to wbrown@sir-nsn.gov or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.