



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	February 26, 2026
CLOSING DATE OF ANNOUNCEMENT:	March 10, 2026
POSITION TITLE:	Maintenance Worker III
SUPERVISES:	Yes
STARTING SALARY:	\$29.12 – 36.39 Depending on Experience
GRADE:	13
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

Day-to-day work includes working alongside the Maintenance II's, Maintenance I's, and Groundskeeper/Custodian on performing unskilled and/or skilled manual labor every day. On days the Public Works Director is unavailable, the Maintenance III position will supervise all the positions below the Public Works Director. Maintenance III position will have more responsibilities, including but not limited to ordering supplies, and keeping Safety Data Sheets (SDS) binders up to date. Will approve timesheets, purchases, and presenting to the Tribal Business Council when needed.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Within the Public Works Water Department, participates in the work of a water crew engaged in installing, removing, and repairing large and small services, cutting, fitting, laying, and repairing water mains, cleaning, and flushing water mains, repairing mains, valves, and hydrants, inspecting, testing, and operating valves, fittings, and related water distribution equipment, keeping truck stocked with supplies and materials, repairing fire hydrants and flow testing related equipment, locating, excavating, and repairing water lines and related facilities, inspecting water projects for leaks, decayed pipes, spills, installing barricades, and routing traffic in a safe manner.
- Within the Public Works Sewer Department, participate in the work of a sewer crew engaged

in installing, removing and repairing large/small services, cutting, fitting, laying and repairing sewer mains, cleaning and flushing sewer mains, repairing mains and valves; inspecting, testing and operating valves, fittings and related sewer equipment; keeping truck stocked with supplies and materials; locating, excavating and repairing sewer lines and related facilities; inspecting sewer projects for leaks, decayed pipes and spills, installing barricades and routing traffic in a safe manner.

- Within the Public Works Department, participates in the work of the street maintenance crew engaged in repairing and replacing concrete sidewalks, curbs, gutters, and other concrete structures and maintaining Tribal street/roads with hot or cold asphalt mix; cleaning storm drains and catch basins, operating a variety of equipment and using a variety of tools/equipment such as rollers, dump trucks, jack hammers, air compressors, tractor, setting up traffic control and safety zones.
- Participates in the work of the traffic crew engaged in installing and maintaining street signs and street markings; uses a variety of equipment and tools such as welders, paint striper, airless painter, and chemical sprayer.
- Participates in the work of a crew engaged in maintaining and repairing sewer mains, and storm drains; assists in the operation to clean sewer lines, cleans blockages to sewer lines and drains and catch basins.
- Performs weed abatement related tasks; assists in trimming and removing trees from the ground and lift.
- Assists with a variety of carpentry, masonry, plumbing and electrical repair work; cleans plugged drains, performs routine maintenance on valves, fitting and other fixtures; installs new plumbing fixtures, builds cabinets and shelves, constructs or repairs walls, platforms and ramps, finishes wood and repairs a variety of wooden objects, prepares surfaces for painting, applies paint varnish, shellac, enamel, or other protective finishes to various surfaces. Repairs and finishes concrete for monuments and plaques.
- Reads meters and enters readings, rereads meters and notes, correct meter reading, evaluates meter condition and meter service area; repair line fittings such as gate valves, meter connections, angle stops, pipes, and curb stops, repairs meters in the field by changing glasses, replacing registers and re-setting boxes, cleans dirt and weeds from meter boxes and trims bushes and tree obstructing meter boxes.
- Learns to operate a variety of light, medium and heavy equipment including bobcat, skid steer, and all attachments, mini-x, backhoes, scissor lift, dump trucks; checks equipment and performs routine maintenance; operates a variety of hand and power tools.
- Maintains and cares for supplies, facilities, and equipment; performs routine maintenance and equipment safety inspections; reports maintenance and safety hazards to supervisor.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to make accurate estimates of time and materials required for repairs and maintenance work.
- B. Working knowledge of the methods, tools and practices in the HVAC, Carpentry, Electrical, Painting, and Plumbing Trades.
- C. Knowledge of operation and maintenance of tools and equipment used in the Public Works Department.
- D. Knowledge of basic safety precautions and procedures and must be familiar with OSHA regulations.
- E. Knowledge of traffic laws, ordinances and rules related to truck and heavy equipment operations, involved in the construction, maintenance, and repair of streets, roads, and drainage systems.
- F. Knowledge of the materials, tools and methods used in general building repair and maintenance.
- G. Possess skills in the operation of a variety of equipment and vehicles.
- H. Ability to keep records and reports.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. One (1) to three (3) years' experience in supervision
7. One (1) to three (3) years' experience in maintenance work.

8. Must possess a current Water Distribution-Level One Certificate or be able to retain one within one year of start date.
9. Must be able to complete assignments independently and without immediate supervision.
10. Establishing and maintaining effective working relationships with those encountered in the course of the work.

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 computers, printers, or record boxes. Occasionally lifts heavy objects (over 50 pounds). The job requires average agility and dexterity.

2. WORKING ENVIRONMENT: 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 computers, printers, or record boxes. Occasionally lift heavy objects (over 50 pounds). The job requires average agility and dexterity.

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:

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| 1 st Preference: | Enrolled member of a Federally Recognized Tribe. |
| 2 nd Preference: | Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card. |
| 3 rd 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; eligibility for annual merit increases; sixteen 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. Resumes in addition to the Application is encouraged but not mandatory.

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.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your degree.
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. **In addition, we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications 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 ewadley@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) 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.