JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position:	**Elder Wood Program Technician I/II**
Department:	**Maintenance**
Supervised by:	**Maintenance Foreman or Designee**
Pay Grade:	**WTI- NE3 $19.51-$25.36 (40,560-$52,748.80) DOQ**
	WTII- NE4 $21.46 - $27.89 Hourly ($44,627.90 - $58,016.27) DOQ
FLSA:	**Full-Time; Non-Exempt**

Position Summary: The Elder Wood Program Technician is responsible for cutting, splitting, delivering, and stacking firewood to eligible elders within the Bishop Paiute Reservation. This position ensures that elders have safe, reliable access to heating wood throughout the year, particularly during the cold seasons. The technician will also perform basic equipment maintenance and follow safety procedures in all tasks.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Cut, split, load, and deliver firewood to designated elder households.
- Maintain clear records of deliveries and program participants.
- Operate and maintain chainsaws, log splitters, trailers, and other equipment safely and efficiently.
- Perform regular maintenance on tools, vehicles, and other program equipment.
- To work in coordination and effectively with other crew members.
- Assist in tracking inventory of wood supply and report needs to the Maintenance Foreman.
- Ensure proper stacking of wood at elder homes to minimize hazards.
- Follow all Tribal safety guidelines and wear appropriate personal protective equipment (PPE).
- Provide courteous, respectful service to elders and communicate any concerns to supervisor.
- Assist with other maintenance duties as assigned by the Maintenance Foreman.
- Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

Wood Technician I:

- Must have a High School Diploma or GED
- Experience using chainsaws, wood splitters, and basic hand tools.
- Experience in repairs of various power equipment i.e. chainsaw, wood splitters)
- Must have the following certifications: Wilderness First Aid (WFA), S-212 Chainsaw Training, Intermediate Chainsaw, Advance Chainsaw or obtain within 6 months of hire.

Wood Technician II:

- Must have a High School Diploma or GED
- Experience using chainsaws, wood splitters, and basic hand tools.
- Experience in repairs of various power equipment i.e. chainsaw, wood splitters)
- Must have the following certifications: Wilderness First Aid (WFA), S-212 Chainsaw Training, Intermediate Chainsaw, Advance Chainsaw or obtain within 6 months of hire.
- have Class-A Driver License for heavy Equipment Operations

Other Requirements:

- Must have a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq,), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:

- *Job Knowledge* - Knowledge of basic wood cutting.
- *Decision Making* – Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- *Interpersonal Skills* - Maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- *Customer Oriented* – Delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* – Prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* – Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability* – Adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays or unexpected events.
- *Reliability* – Consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- *Organized* – Keeps clean and organized workspace and projects.
- *Motivated* – Inspires self and others about them to get the job done and follow through on tasks.
- *Technology Skills* – Operates various word-processing, spreadsheets, MIP, and database software programs in a Windows environment.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/Work Environment:

While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. Position requires prolonged standing, walking, reaching, twisting, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement. The employee may be required to lift and/or carry up to 50 lbs. Work is performed in an outdoor environment with exposure to loud equipment and wood dust. Evening and/or weekend work may be required. Work will be performed adjacent to buildings, houses, and overgrown

fields. Work will be performed in all-weather types when needed. May review interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to Tribal regulations and some physical discomfort due to temperature, dust and noise.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date*: _____