



**BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY**  
*Big Pine Paiute Indian Reservation*

**POSITION:** Temporary Work Crew Job-Site Supervisor for 2018 Summer WEX Program  
**SUPERVISED BY:** Community Outreach Coordinator  
**SALARY:** \$15/hour, part-time, 20-30 hours week, July 2 through August 3

**POSITION SUMMARY/RESPONSIBILITIES:** The Big Pine Paiute Tribe Community Outreach Program seeks an on-site Supervisor for the 2018 Summer Job Readiness Work Crew. This individual will supervise the WEX Workers assigned to the Work Crew. The Work Crew will clean community areas, elders' yards, and other Tribal properties. The Job Site Supervisor will be responsible for driving to each work site and also oversee scheduling of the locations to be worked on. Additionally, the Work Site Supervisor will maintain equipment for workers while keeping track of tool inventory..

**REQUIREMENTS & JOB DUTIES:**

- Previous experience supervising work crew or youth in group activities
- Previous experience with outdoor grounds maintenance
- Knowledge of manual grounds maintenance tools
- Ability to maintain outdoor maintenance equipment and tools (wheelbarrow, rakes, shovels, hoes, etc.)
- Prior knowledge of workplace safety guidelines related to outdoor manual labor
- Ability to teach youth workers valuable workplace skill on site

**MINIMUM QUALIFICATIONS:**

- Must abide by Tribal confidentiality agreement
- Good verbal communication skills
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier
- Must pass pre-employment drug test and complete a background check

**PREFERRED QUALIFICATIONS:**

- Must be a High School graduate or have obtained a GED

**Deadline to apply:** Application deadline is June 25, 2018. Interested individuals must complete a Big Pine Tribal Application. Applications and complete job description are available on the Tribe's website: [www.bigpinepaiute.org](http://www.bigpinepaiute.org) or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.

**Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)**