



KALTAG TRIBAL COUNCIL
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COVID-19 PREVENTION LABORER

JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	\$15.00/hour, 9 hours/week (Mon, Wed, Fri)
SUPERVISOR	COVID-19 Coordinator & Tribal Administrator
JOB SUMMARY	Hauling elders' trash and pick-up alongside the roads.
RESPONSIBILITIES	
<p>Making sure the trash bins are always accessible.</p> <p>Deliver fuel/propane to elders, single parents, and people with no vehicles.</p> <p>Get the community hall ready for public functions, community, and annual meetings. Heat and clean the hall, haul water, chop and saw wood, make a fire.</p> <p>Haul water for the tribe.</p> <p>Pick up mailboxes/freight from the post office, airlines, and barges.</p> <p>Maintain all tribal buildings, clean offices, haul trash. Winter months' shovel & salt tribal building ramp.</p> <p>Maintain the storage; haul boxes and keep it cleaned and organized.</p>	
MINIMUM QUALIFICATIONS	
<ol style="list-style-type: none"> 1. Must be at least 18 years of age. 2. High School diploma or GED required. 3. Very motivated. 4. Be able to operate AVT and Snow machine Vehicles 	
PHYSICAL DEMANDS	
Must be able to lift, carry, push, and pull at least 50lbs.	
SUMMATION	
<p>Job incumbent must be organized and timely. Good public relations skills are essential in working with the public. Must be flexible to adapt to evolving job duties and must be able to work independently with limited supervision.</p>	