

**MAINTENANCE WORKER/GENERAL LABORER**

**SALARY: \$15-18 per hour DOE**

**REPORTS TO: Department Supervisor**

**Summary:** Maintenance Worker and General Laborer OJT position requires a minimum of 30 hours per week, Monday through Friday and/or nights and weekends. Maintenance Worker and General Laborer will be responsible for maintaining and utilizing tools, heavy equipment, and other operational skills necessary for various tasks needed on the Golden Eagle Farm.

**Maintenance Worker/General Laborer Job Duties:**

- To follow safety training in use, maintenance, and repair of hand tools, power tools, landscaping equipment, fixtures, fences, buildings, and heavy equipment
- Landscape maintenance including tree trimming/thinning/pruning/coppicing/removal
- Custodial duties include following safety training in use of hazardous chemicals, cleaning sanitizing of building interior, as well as vehicles
- Maintain exterior appearance of houses and offices as directed
- Able to receive and act upon verbal and written directions in a timely and efficient manner
- Must be able to stand/sit/walk for extended periods of time, while lifting, carrying, bending, kneeling, crawling, climbing
- Clean and clear debris, brush, waste, and potentially hazardous materials
- Must be able to safely work in all weather conditions and work shifts assigned and complete tasks assigned.
- Must be able to be trained for safely and responsibly using and operating various tools and equipment, including ladders and ranch or landscape machinery.
- Must be able to safely lift up to 50 lbs.

**Qualifications:**

1. High School graduate or GED, minimum 1 year of maintenance/general labor experience
2. Requires use and knowledge of safety standards and safety equipment/gear
3. Must have ability to communicate effectively both oral and written
4. Ability to recognize unusual, inefficient, or dangerous operating conditions.
5. Ability to work independently with minimal supervision, and also under direction.
6. Must have reliable transportation.
7. Requires a valid CA driver's license and ability to be insured under tribal auto policy
8. Requires passing standard drug test and strict adherence to drug-free workplace policy

**Indian Preference:** MGBDC is an equal opportunity employer. This means that employment decisions are based on merit and needs of the Tribe and tribal programs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, physical or mental disability, physical handicap, mental condition, marital status, height, weight or veteran status. However, preference for employment will be given to qualified tribal members and other American Indians consistent with Federal law.



Mesa Grande Business Development Corporation  
27236 Highway 78, Ramona, CA 92065  
mgbdc@mesagrandeband-nsn.gov

## JOB APPLICATION

Position Applied for: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_ Is this a cell phone? \_\_\_\_\_

Email address: \_\_\_\_\_

If Native American, please provide tribal affiliation and enrollment number: \_\_\_\_\_

\_\_\_\_\_

Are you a veteran of military service? \_\_\_\_\_ Yes \_\_\_\_\_ No

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### Education

Do you have a high school diploma or GED? \_\_\_\_\_ Yes \_\_\_\_\_ Date \_\_\_\_\_ No

Do you have a 2-year college degree? \_\_\_\_\_ Yes \_\_\_\_\_ Date \_\_\_\_\_ No

If yes, please indicate major field of study: \_\_\_\_\_

Do you have a 4-year college degree? \_\_\_\_\_ Yes \_\_\_\_\_ Date \_\_\_\_\_ No

Do you have a valid CA Drivers License? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any special certificates or non-academic training that would qualify you for this position?

\_\_\_\_\_

\_\_\_\_\_

## Employment History

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start date: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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## References

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**ARE YOU READY TO INTERVIEW FOR THIS JOB?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**IF SELECTED, ARE YOU READY FOR A DRUG TEST?** \_\_\_\_\_ YES \_\_\_\_\_ NO

**IF NOT HIRED FOR THIS POSITION, PLEASE INDICATE ON THE FOLLOWING PAGE OTHER TYPES OF WORK FOR WHICH YOU ARE QUALIFIED & WOULD LIKE TO BE CONSIDERED IN CASE OF FUTURE JOB OPENINGS:**

\_\_\_\_\_ Weed Abatement/Brush Clearing

\_\_\_\_\_ Clerical

\_\_\_\_\_ General Maintenance/Cleaning

\_\_\_\_\_ Cultural/Historical

\_\_\_\_\_ Forest Management

\_\_\_\_\_ Elder/Youth Services

\_\_\_\_\_ Painting

\_\_\_\_\_ Bookkeeping/Accounting

\_\_\_\_\_ Electrical

\_\_\_\_\_ Mechanical

\_\_\_\_\_ Concrete

\_\_\_\_\_ Security

\_\_\_\_\_ Plumbing

\_\_\_\_\_ Horse handling/management

\_\_\_\_\_ Carpentry/Building

\_\_\_\_\_ Landscaping

\_\_\_\_\_ Flooring

\_\_\_\_\_ Water management

\_\_\_\_\_ Garden Care/Maintenance

\_\_\_\_\_ Visitor Relations

\_\_\_\_\_ Heavy equipment operation

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I certify that all statements made by me on this application and any accompanying documentation are true, complete and correct to the best of my knowledge. I hereby grant the Mesa Grande Business Development Corporation permission to confirm, by inquiry or otherwise, the information I have provided. I understand that any willful misrepresentation of facts given in this application may be grounds for rejection of this application or dismissal if employed.

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Applicant Signature

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Date

**EMAIL COMPLETED APPLICATION TO: [mgbdc@mesagrandeband-nsn.gov](mailto:mgbdc@mesagrandeband-nsn.gov)**  
**or FAX TO: 760-867-2614**