



## SHERWOOD VALLEY BAND of POMO INDIANS

190 Sherwood Hill Dr., Willits, CA 95490  
(707) 459-9690 Fax: (707) 459-0477

Post Date: 9/05/2024

**All positions require: (1) Valid CA Driver License and must be insurable through SV provider, (2) provide moving vehicle record (MVR), (3) must pass drug test and (4) submit to a background investigation, (5) include a resume.**

### **Wildfire Prevention Technician - Part Time 25 hrs/wk** (\$23.00 – 25.00/hour DOE / Temp. through January 2025)

**Closing Date: Open until filled**

- Work under the Supervision of the Environmental Director
- High School Diploma, some college in related field
- Strong computer skills, ability and willingness to learn GIS mapping
- Assists organizing and planning community meetings with tribal staff
- Conduct home risk analysis at Tribal homes on all properties
- Collect and analyze Risk assessment data for planning
- Meet with stakeholders and local firefighting agencies
- Traditional Ecological Knowledge methods and applications
- Attends internal and external meetings and trainings as required
- Experience working with Indian families including basic knowledge of the local history and culture
- Coordinate and compile information and records as required
- Must interact with others to develop an effective and cooperative working relationship

### **Compost Technician** (\$23.00 – 25.00/hour DOE / Temp. through January 2025)

**Closing Date: Open until filled**

- Work under the Supervision of the Environmental Director
- Familiar with grant reporting and assisting with writing quarterly grant reports.
- Must be able to attend either in-person or travel for training for basic principles of composting and specifically for worm composting.
- Initiate and maintain worm composting program including installation of composting equipment.
- Track and report the volume of all materials before they are put in composting bins.
- Collect food scraps and forest materials to layer in compost bins.
- Monitor the worm compost bins.
- Work with Environmental Staff in the EPA department in ALL activities including GIS Mapping, assist with air quality monitoring, dumpster day, attend meetings, writing and preparing articles for mailing.

### **Utility Facilitator** (start \$23.00/hour. Temp. through April 2025)

**Closing Date: Open until filled**

- Work under the Supervision of the Tribal Administrator
- Knowledge of maintenance techniques to complete repairs, ensure building safety and perform upkeep on property interior and exterior
- Assist with the oversight of SV Water systems, sewer systems
- High School Diploma required, some college in related field
- Attend community education and workshops pertaining to utility maintenance and repair
- Use and operate hand tools, mechanical equipment and power tools
- Experience working with Indian families including basic knowledge of the local history and culture
- Coordinate and compile information and records as required
- Must interact with others to develop an effective and cooperative working relationship

### Enrollment Clerk – Part Time (Salary: \$25.00/hour)

Closing Date: Open until filled

- Responsible for maintaining Tribal Enrollment information
- Knowledge of Sherwood Valley Membership
- Research lineal descent and blood quantum of each applicant applying for membership
- Strong computer skills
- Ability to follow instructions and work independently
- Ensures confidentiality

### Gaming Commissioner Salary (starting \$45,000 annually DOE)

Closing Date: Open until filled

- Must be available for flexible shifts including nights & weekends
- Ensure rules, regulations, policies and procedures of SVR Tribal Gaming commission comply with the Indian Gaming Regulatory Act (IGRA)
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Accept and review applications for licensure by SV Gaming Commission
- Assess, collect and account for any fees, penalties, or interest as provides for by the rules and regulations of the Tribe
- Ensures the TGA complies with any, and all reporting requirements in accordance with applicable tribal, state and federal laws and regulations
- Education and experience is determined by Sherwood Valley Tribal Council
- Exposed to cigarette fumes, airborne particles and excessive noise

### Water Maintenance Operator (Salary: starting \$25.00/hour)

Closing Date: Open until filled

- Must be available for flexible shifts including nights & weekends
- Maintenance of all water lines and water tanks.
- Report abnormalities to the Tribal Administrator immediately and in a monthly report.
- Make daily rounds of water systems performing a variety of duties pertaining to water maintenance and operation.
- Monitor, maintain and secure chemical supplies.
- Maintain written logs and worksheets of treatment operations: compile equipment readings and test results in to summary reports.
- Test water volume and pressure: collect water samples for chlorine, physical and bacteriological tests.
- Inspect, install, repair and replace water lines and valves as needed. Make taps and run lines for new services.
- Make routine repairs and adjustments to motors, pumps and other equipment
- Map and catalog all water lines.
- Responsible for the maintenance of the area around the tanks and wells.

### USDA Maintenance Technician (Starting \$16.00/hour)

Closing Date: Open until filled

- Provide janitorial services inside and outside the USDA warehouse
- General landscaping
- Simple math abilities
- Follow written and or oral instructions
- Ability to lift up to fifty (50) lbs.
- Flexible movement to climb, balance, stoop, kneel, crouch or crawl
- Maintain warehouse facilities

### Labor Pool (Temporary or Seasonal)

Closing Date: No closing date

- Full time and part time positions.
- Available for flexible shifts including weekends, after hours and on call.
- Labor Pool positions include: "IHS Drivers", "Smoke Shop Sales Clerks", "USDA and SVTEP Laborers", "Seasonal Fire Safety Maintenance", "Learning Center Chaperones", "Education Department", and General Clerical workers.

*These positions are designed for specific durations to assist with departmental needs.*

**For more information, please contact  
Sherwood Valley Tribal Office:  
707-459-9690 X:110  
Monday – Friday: 8:00AM – 5:00PM  
190 Sherwood Hill Drive, Willits, CA 95490**

**To request an application call or email:  
[emorinda@sherwoodband.com](mailto:emorinda@sherwoodband.com)  
OR visit our website:  
[www.sherwoodvalleybandofpomo.com](http://www.sherwoodvalleybandofpomo.com)  
for an application.**