



**Ute Indian Tribe  
Job Vacancies**

To obtain an application online, visit: [www.utetribes.com](http://www.utetribes.com); or stop by our office located inside the Tribal Office at 6964 E. 1000 S. in Fort Duchesne, Utah, 84026 **Submit application to:**

**Jobs@utetribes.com**

**Announcement: May 3, 2022 to May 17, 2022**

*(Note: Tribal Preference will be exercised.*

*All salaries are DOE and subject to change.)*

<b>Announcement #</b> 2020-049	<b>POSITION:</b> PUBLIC DEFENDER <b>Department:</b> Adult Court	<b>Salary:</b> 80,000 <b>Classification:</b> Full Time / 64 Hours Tribal
<b>Qualifications:</b>	<p>Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Supplementary coursework in Criminal Court Procedures. Two years of experience as a Defender or related field. Jurist Doctorate / Law degree from an accredited law school. Knowledge of Tribal code and ordinances. Knowledge of Criminal and civil law and state statutes. Knowledge of Ute Tribal Law &amp; Order Code. Ability to apply legal principle and knowledge of individual cases and problems. Ability to maintain effective working relationships with Tribal members and general public. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.</p>	
<b>Announcement #</b> 2021-26	<b>POSITION:</b> GUARDIAN AD LITEM <b>Department:</b> Social Service	<b>Salary:</b> 68,000 – 70,000.00 <b>Classification:</b> Full Time / 80 Hrs. Tribal
<b>Qualifications:</b>	<p>Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Juris Doctorate (JD) from an accredited law school. Licensed to practice law in Utah. Member of good standings of the Utah State Bar. Ability to communicate effectively verbally and in writing, maintain confidentiality, make good decisions, establish effective working relationships with children and people/agencies related to cases, strong desire and dedication to representing the best interest of children, computer literate.</p>	
<b>Announcement #</b> 2021-60	<b>POSITION:</b> MALE HOUSE MANAGER <b>Department:</b> Red Pine	<b>Salary:</b> 18,000.00 – 21,760.00 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	<p>High School Diploma or G.E.D, must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Position requires working day, swing or graveyard shifts Monitor the residents of the Red Pine RTC to ensure the resident's atmosphere is safe and productive for their treatment needs. Must have knowledge of racial, ethnic, customs and cultural values and attitudes of population. Have knowledge or become familiar with traditional healing methods and providing holistic care. Must be reliable. CPR &amp; First Aide required. Food Handlers Certified.</p>	
<b>Announcement #</b> 2021-75	<b>POSITION:</b> BUS DRIVER <b>Department:</b> Head Start	<b>Salary:</b> 26,358 -28,356 <b>Classification:</b> Full Time / 40 Hrs. Tribal
<b>Qualifications:</b>	<p>Must have High School Diploma or equivalent; G.E.D. A minimum of one year of experience working with children of preschool age; three years preferred. CDL Class B Driver's License with School Bus and Passenger Endorsements; Current tribal Driver's License; in good standings; DOT physical exam every two years; current CPR, First Aid, Universal Precautions, and a Food handler's permit, or willingness to complete these four trainings with one month of hire.</p>	

<b>Announcement #</b> 2021-76	<b>POSITION:</b> DIRECTOR <b>Department:</b> Social Services	<b>Salary:</b> DOE <b>Classification:</b> Full Time / 80 Hrs. Tribal
<b>Qualifications:</b>	High School Diploma or G.E.D. Must possess a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license. Master’s Degree from accredited school of Social Work or related field, and meets State certification requirements. Two (2) years, experience in social work. Three (3) years supervisory experience. Ute language a plus.	
<b>Announcement #</b> 2021-40	<b>POSITION:</b> COOK <b>Department:</b> Head Start	<b>Salary:</b> 17,584.00 - 19,584.00 <b>Classification:</b> Full Time / 72 Hrs. Tribal - 26 pay periods
<b>Qualifications:</b>	Must have High School Diploma or equivalent; G.E.D. Current Food Handler’s Permit; medical examination denoting good mental and physical health; clearance on required TB testing; current CPR, First Aid, Universal Precautions, or willingness to complete these trainings one month of hire. Previous experience in a large-scale food production operation; Food Manager Certification. Serve meals to classrooms so that children can implement family style service. Plan work schedule so that food production flows smoothly and ensure that meals are prepared on schedule. Performs other tasks deemed necessary by the Food service coordinator, Health and Safety Specialist and/or Director.	
<b>Announcement #</b> 2022-11	<b>POSITION:</b> RECEPTIONIST <b>Department:</b> Administration	<b>Salary:</b> 18,000.00 – 19,968.00 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	High School Diploma or G.E.D, Strong computer skills - Word, Excel, Business Portal. Ability to communicate with Tribal members, staff, supervisors, and co-workers in a professional and polite manner at all times. Ability to maintain confidentiality. Ability to work independently and as a team member. Ability to work overtime when necessary. Ability to work under extreme pressure. Demonstrate ability to multi-task. High School graduate or GED. One to two years of clerical experience.	
<b>Announcement #</b> 2022-14	<b>POSITION:</b> CONSERVATION OFFICER <b>Department:</b> Fish & Wildlife	<b>Salary:</b> 40,000.00 – 42,000.00 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	Must possess a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license. Must have High School Diploma or equivalent; G.E.D. Must be 21 years of age or older. Must possess a Valid Utah Driver’s License, preferably Class C and able to obtain a Tribal Driver Licenses. Will be required to attend Conservation Enforcement Academy and/or acceptable law enforcement training (Category 1, Full-time Wildlife Officer Status). Mandatory within 1 year of employment. If for any physical or academic reason the conservation officer attends and fails to complete the aforementioned academy training (Sec #3), he/she will be given one more opportunity to complete the academy within one year of the previous failure. If the conservation officer fails to complete the academy training the second time for any reason, he/she will be terminated from his/her position as conservation officer with the Ute Tribe Fish and Wildlife Department. Individuals must be a high moral character; have ability to work in stress situations; have capacity for effective public relations; be honest, trustworthy and possess sound judgement. Will be expected to conduct themselves in a manner becoming an officer of the law and in accordance with department Code of Ethics, policies and standards both on and off duty.	

<b>Announcement #</b> 2022-17	<b>POSITION:</b> COMMUNITY HEALTH REPRESENTATIVE <b>Department:</b> CHR	<b>Salary:</b> \$25,081.00 - \$27,081.00 <b>Classification:</b> Full Time / 80 Hrs. <b>GRANT</b>
<b>Qualifications:</b>	High School Graduate or GED Certificate. Certified Nursing Assistant Certification (Must provide CAN certification to application). One to three years' experience as a health aide, medical assistant or nursing assistant. Must pass a 101-630 background check. Knowledge of HIPAA, health resources available to the community. Knowledge of diabetes, kidney disease, cancer or other illnesses. Skilled in health assessments and screenings, providing CPR/First Aid.	
<b>Announcement #</b> 2022-21	<b>POSITION:</b> CRIMINAL CLERK <b>Department:</b> Adult Courts	<b>Wage:</b> Prob. \$16.82 After Prob: \$18.02 <b>Classification:</b> Full Time / 64 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	High School graduate, Associates preferred. 1-year experience. Ute Language a plus. Working knowledge or experience of legal and court terminology, court practices, procedures, organization and jurisdictional requirements. Standard record keeping and office practices. Proper use of grammar, spelling and punctuation. Attentive to detail. Must qualify for a Tribal Driver's License.	
<b>Announcement #</b> 2022-33	<b>POSITION:</b> AEMT <b>Department:</b> Emergency Medical Service	<b>Wage:</b> DOE <b>Classification:</b> Full Time / 80 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	High School Diploma or G.E.D. Equivalent. Must be currently certified by the Utah State Bureau of EMS as a certified EMT – Basic or EMT-Intermediate. Minimum 2 years, experience in either certification. Current CPR card can also include (ACLS;PALS) Current and Valid Utah State Driver's License. Must be able to obtain a Ute Tribal Driver's license.	
<b>Announcement #</b> 2022-37	<b>POSITION:</b> PROCESS SERVER <b>Department:</b> Adult Court	<b>Wage:</b> 16.82 / 18.02 <b>Classification:</b> Full Time / 64 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	High School Diploma or G.E.D. Equivalent. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. High school graduate or equivalent. The Process Server is responsible for serving court case-related documents in person to defendants, witnesses, and other parties. Ability to research social media, telephone directories and public records to locate people to be served, maintain accurate delivery records and perform a variety of court support work. May be required to work extended hours, including weekend/holidays. Never been convicted of a felony or misdemeanor in the past year.	
<b>Announcement #</b> 2022-38	<b>POSITION:</b> BALIFF <b>Department:</b> Juvenile Court	<b>Wage:</b> 18.02 / 19.83 <b>Classification:</b> Full Time / 80 Hrs. <b>Tribal / Seasonal</b>
<b>Qualifications:</b>	High School Diploma or G.E.D. Equivalent. Must be a certified police academy graduate and/or complete a law enforcement training program. Ute Language a plus. CPR and first aid certified. Never been convicted of a felony or been convicted of a misdemeanor in the past year.	
<b>Announcement #</b> 2022-39	<b>POSITION:</b> MOSQUITO CONTROL TECHNICIAN <b>Department:</b> Mosquito Abatement	<b>Wage:</b> 14.28 / 15.60 <b>Classification:</b> Full Time / 80 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	High School Diploma or G.E.D. Equivalent. Must pass the Utah Department of Agriculture Non – Commercial Pesticide Applicators License test in the General and Public Health category.	

<b>Announcement #</b> 2022-41	<b>POSITION:</b> SEASONAL WILDLIFE TECHNICIAN <b>Department:</b> F&W Big Game Enhancement	<b>Wage:</b> 15.00 <b>Classification:</b> Full Time / 64 Hrs. Tribal / Seasonal
<b>Qualifications:</b>	Must have High School Diploma or equivalent; G.E.D. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Experience in wildlife or related natural resource field. College education in science related field is preferable. Must be 21 years of age or older. Must be physically fit. Must not be restricted from owning or possessing or otherwise restricted from firearms. Must not have been convicted of a felony or domestic violence.	
<b>Announcement #</b> 2022-42	<b>POSITION:</b> VECTOR TECHNICIAN <b>Department:</b> F&W Wetlands	<b>Wage:</b> 11.71 / 12.80 <b>Classification:</b> Full Time / 64 Hrs. Grant
<b>Qualifications:</b>	High School Diploma or G.E.D. Equivalent. Must have a valid Utah State driver's license and qualify for a Tribal driver's license.	
<b>Announcement #</b> 2022-43	<b>POSITION:</b> ADMINISTRATIVE ASSISTANT <b>Department:</b> Social Service	<b>Wage:</b> 16.82 / 17.84 <b>Classification:</b> Full Time / 80 Hrs. Grant
<b>Qualifications:</b>	Must be a high school graduate or GED equivalent. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Preferred experience in an office setting, but not required. Ability to perform routine clerical work. Ability to operate office machinery, such as: computer, copy/fax machine, etc. Ability to establish and maintain an effective working relationship with employees, other agencies, and the general public. Have a positive and courteous demeanor overall. Knowledge of all secretarial duties.	
<b>Announcement #</b> 2022-44	<b>POSITION:</b> PUBLIC SAFETY DISPATCH <b>Department:</b> BIA / OJS Law Enforcement	<b>Wage:</b> 13.94 / 14.90 <b>Classification:</b> Full Time / 80 + Hrs. Grant
<b>Qualifications:</b>	Must be a high school graduate or GED equivalent. Practical knowledge of standardized Law Enforcement Telecommunication systems. Knowledge of the Privacy Act. Skill in interacting effectively and professionally with the public, supervisor and co-workers. Knowledge of Federal Communication commission regulations. Dispatcher must possess mental and emotional stability, normal hearing and have no physical or personal impairment. Must clear a criminal background check. High School Diploma or G.E.D, Driver's License. Must pass a BIA Background investigation for BIA Computer System & IMARS access. This position may require travel from the normal duty stations to attend necessary training as required. The employee is required to work rotating shifts, which may include evenings, graveyard shift, weekends, and/or Holidays and/or overtime; if necessary. Required to submit a typing test and pass with minimum of 55-60 wpm. Must be physically fit.	
<b>Announcement #</b> 2022-45	<b>POSITION:</b> Warehouse Help / Custodian <b>Department:</b> FOOD DISTRIBUTION	<b>Wage:</b> 12.01 / 13.00 <b>Classification:</b> Full Time / 80 Hrs. Tribal
<b>Qualifications:</b>	High School Diploma or G.E.D, Driver's License. Must be able to obtain a Tribal License. Must be able to obtain and maintain a Food Handler's Permit. Have the ability to perform a variety of duties required in the storage, stocking and distribution of commodities. Ability to comprehend, interpret and follow written and oral instructions, ability to perform duties and assignments at maximum with minimum supervision. Ability to communicate orally, ability to establish priorities. Help coordinate and plan warehouse activities. Applicant must be readily available to take training as directed. Have ability to operate computer. Ability to physically lift 50 pounds and over. Must be able to stand for long periods of time and must be able to interact with others.	

<b>Announcement #</b> 2022-46	<b>POSITION:</b> Prosecutor <b>Department:</b> Prosecution	<b>Wage:</b> 60.09 / 78.12 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Jurist Doctorate/Law degree from an accredited law school. Supplementary coursework in Criminal Court procedures. Two-year experience as Prosecutor or related field. Thoroughly knowledge of Tribal codes and ordinances. Thoroughly knowledge of Criminal and Civil Law and States statutes. Considerable knowledge of Tribal Law and Order Code, general provision of Ute Indian rule of Criminal Procedure. Ability to apply legal principles and knowledge of individual cases and problems. Ability to analyze and evaluate facts and evidence and to apply them individual cases and problems. Ability to maintain effective working relationship with Tribal Employees, Administrative and Court officials and general public.	
<b>Announcement #</b> 2022-47	<b>POSITION:</b> Range Tech / Bison I <b>Department:</b> F&W Big Game Enhancement	<b>Wage:</b> 21.03 / 21.63 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	High School Diploma or G.E.D. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. 1 year in supervisory position or 2 years, experience in wildlife management and /or range management is preferable. 2 years of college education in biological science related field is preferable.	
<b>Announcement #</b> 2022-48	<b>POSITION:</b> Assistant Education Director <b>Department:</b> EDUCATION	<b>Wage:</b> 30.04 / 33.05 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	Graduate from college or University with a minimum a Bachelor's Degree (or higher i.e. Master Degree) in Education. Education Administration or closely related field. Working knowledge of public school system, higher education programs and Federal Programs and procedures. Knowledge of educational opportunities available for all age groups. Skills in developing programs.	
<b>Announcement #</b> 2022-49	<b>POSITION:</b> Receptionist <b>Department:</b> EDUCATION	<b>Wage:</b> 18.02 / 19.23 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	High School Diploma or G.E.D. Computer skills are a must, with the ability to establish and maintain good relationships with our Tribal students, parents, teachers, and coworkers. Working knowledge of public school system. Higher education programs and Federal programs and procedures. Perform administrative assistant duties / receptionist duties and general secretarial work.	
<b>Announcement #</b> 2022-50	<b>POSITION:</b> Hatchery Manager <b>Department:</b> Fish & Wildlife Fisheries	<b>Wage:</b> 26.44 / 28.84 <b>Classification:</b> Full Time / 80 Hrs. Grant
<b>Qualifications:</b>	Must have requirement of a Bachelor's Degree in Fisheries, Fish Culture, or closely related field. Minimum of two years' experience as a manager or assistance manager at a fish hatchery.	
<b>Announcement #</b> 2022-51	<b>POSITION:</b> Hatchery Technician <b>Department:</b> F&W Fisheries	<b>Wage:</b> 15.00 <b>Classification:</b> Full Time / 80 Hrs. Grant
<b>Qualifications:</b>	Must be a high school graduate or GED equivalent. Must have a minimum of one year's experience at a hatchery. Must be able to work a flexible schedule, including weekends. Work independently, knowledge of working with trailers. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	

<b>Announcement #</b> 2022-	<b>POSITION:</b> Coordinator <b>Department:</b> Water System	<b>Wage:</b> 25.96 / 26.92 <b>Classification:</b> Full Time / 80 Hrs. Tribal
<b>Qualifications:</b>	Must be a high school graduate or GED equivalent. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. College degree in Engineering, Building Administration or related field; or at least five (5) Years of increasingly responsible experience in public works maintenance and repair at a journey or lead level. Must work well with the public.	
<b>Announcement #</b> 2022-	<b>POSITION:</b> Female House Manager <b>Department:</b> Red Pine	<b>Wage:</b> 11.87 / 13.07 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	Must be a high school graduate or GED equivalent. CPR Certification and First Aid Responder Certification and Food handlers permit. Must possess computer skills.	
<b>Announcement #</b> 2022-	<b>POSITION:</b> Student Mentor <b>Department:</b> Uintah River High School	<b>Wage:</b> DOE <b>Classification:</b> Full Time / 64 Hrs. Grant
<b>Qualifications:</b>	Must be a high school graduate or GED equivalent. (Substitute teacher or college experience preferred) Evidence of ability to work effectively with students, parents, staff and community by means of a minimum of three letters of recommendation. Possess high school math skills and reading skills.	
<b>Announcement #</b> 2022-56	<b>POSITION:</b> Community Worker <b>Department:</b> RECREATION	<b>Wage:</b> 18.02 / 18.93 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	Must have High School Diploma or equivalent; G.E.D. One-year experience in recreation-oriented program or any equivalent or combination of education and experience.	
<b>Announcement #</b> 2022-57	<b>POSITION:</b> Security Officer <b>Department:</b> Security	<b>Wage:</b> 18.02 / 19.23 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	High School Diploma or G.E.D. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Some experience in police or security field. Must be willing to work various shifts, holidays or as needed. Required to maintain flexible work schedule in order to accommodate weekend, evening shifts, holidays or as needed. Excellent supervisory skills. The Security Officer main objective is to protect all tribal property, employees, and equipment from a variety of hazards such as damaged property, unsafe work behavior, criminal activity, and to report unusual or suspicious activity.	
<b>Announcement #</b> 2022-58	<b>POSITION:</b> Security Officer Supervisor <b>Department:</b> Security	<b>Wage:</b> 21.03 / 22.23 <b>Classification:</b> Full Time / 64 Hrs. Grant
<b>Qualifications:</b>	High School Diploma or G.E.D. Some experience in police or security field. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must be willing to work various shifts, holidays or as needed.	
<b>Announcement #</b> 2022-59	<b>POSITION:</b> Outreach / Driver (2) <b>Department:</b> Senior Citizens	<b>Wage:</b> 15.02 / 15.62 <b>Classification:</b> Full Time / 64 Hrs. Tribal
<b>Qualifications:</b>	High School Diploma or G.E.D. Some experience in police or security field. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must have a Food Handlers Permit. Must work well with the public. Must be familiar with services offered by local agencies in the community. Must be culturally sensitive to the traditional health concepts, practices and beliefs of the Ute and other federally recognized tribal members living on the Ute Indian Reservation.	

<b>Announcement #</b> 2022-60	<b>POSITION:</b> Specialist Law Enforcement <b>Department:</b> SORNA	<b>Wage:</b> 31.85 / 33.05 <b>Classification:</b> Full Time / 64 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	Bachelor Degree in criminal justice preferred. Two (2) years law enforcement or an equivalent combination of education and experience. Three years' experience in management or an equivalent combination of training and experience. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	
<b>Announcement #</b> 2022-62	<b>POSITION:</b> Director <b>Department:</b> UTERO	<b>Wage:</b> 35.57 / 37.50 <b>Classification:</b> Full Time / 64 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	Must have Associates or Bachelor's degree; and/or minimum of five (5) years or more of relevant oil/gas employment history or five (5) years or more experience specific to job description preferred. Must be available on call beyond normal working hours. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	
<b>Announcement #</b> 2022-63	<b>POSITION:</b> Director <b>Department:</b> Recreation	<b>Wage:</b> 25.84 / 27.04 <b>Classification:</b> Full Time / 64 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	Bachelor's degree in physical Education / Recreation or related field. One (1) year of experience working with the general public and one (1) year of increasingly responsible work in the area of prevention, recreation or organizing activities. Or Any equivalent combination of education or experience. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	
<b>Announcement #</b> 2022-64	<b>POSITION:</b> Director <b>Department:</b> Mineral Revenue	<b>Wage:</b> DOE <b>Classification:</b> Full Time / 80 Hrs. <b>Tribal</b>
<b>Qualifications:</b>	Minimum of Bachelor's Degree in Accounting. At least (4) years accounting experience in Auditing and Accounting. At least three years of supervisory / managerial experience is desirable. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	

## Ute Energy

<b>Announcement #:</b> 2021-01	<b>Position:</b> Water Transfer Technician <b>Department:</b> Ute Energy	<b>Salary:</b> DOE <b>With Oilfield experience:</b> 60,000.00 per year <b>Classification:</b> Full Time
<b>Qualifications:</b>	High School Diploma or G.E.D. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. One year of experience and/or equivalent training. Must have working knowledge of diesel and gas engines as well as fluid pump heads attached to the engine. Must have experience operating power and manual tools as well as light and heavy equipment. Must have the ability to exert 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and /or 10-20 pounds of force constantly. Must be able to bend, sit squat, stand, crawl, walk, and reach above shoulder level. Must be able to work outside in hot and cold climates. Must have the ability to work a variety of hours, overtime, and nights if needed.	
<b>Announcement #</b> 2022-03	<b>POSITION:</b> Administrative Assistant <b>Department:</b> Ute Energy	<b>Wage:</b> DOE <b>Classification:</b> Full Time
<b>Qualifications:</b>	High School Diploma or G.E.D. or equivalent required; Associates Degree preferred. Three to five years of Administrative and clerical experience in an administrative role preferred.	

## Ute Indian Housing Authority

<b>Announcement #</b> 2022-27	<b>POSITION:</b> DEVELOPMENT & MODERNIZATION MANAGER <b>Department:</b> Ute Indian Housing Authority	<b>Wage: \$34.00</b> <b>Classification: Full Time / 80 Hrs.</b> <b>Grant</b>
<b>Qualifications:</b>	A Bachelor's of Science degree in Construction Management or related professional discipline is desirable. An advanced degree in the either Construction related profession discipline is also highly desirable. Must have at least ten (10) to fifteen (15) years of work related experience in the construction profession.	
<b>Announcement #</b> 2022-28	<b>POSITION:</b> MAINTENANCE WORKER <b>Department:</b> Ute Indian Housing Authority	<b>Wage: Prob. \$12.00</b> <b>Classification: Part Time /80 Hrs.</b> <b>Tribal</b>
<b>Qualifications:</b>	High School Graduate, F.E.D. or equivalent. Provide building trades' certification in the field of carpentry and/or general building maintenance and home inspection / construction. Or a minimum of five (5) years of experience of skilled level carpentry work.	
<b>Announcement #</b> 2022-29	<b>POSITION:</b> FOOT PATROL <b>Department:</b> Ute Indian Housing Authority	<b>Wage: \$11.00</b> <b>Classification: Part Time / 64 Hrs.</b> <b>Grant</b>
<b>Qualifications:</b>	High School Graduate, G.E.D. or equivalent. A minimum of two (2) years of experience in management position is preferred.	

# Ute Indian Tribal Enterprise, LLC.

## Job Vacancies

**Announcement:** May 3, 2022 to May 17, 2022

*(Note: Tribal Preference will be exercised.*

*All salaries are DOE and subject to change.)*

To obtain an application online, visit: [www.utetribes.com](http://www.utetribes.com); or stop by our office located inside the Tribal Office at 6964 E. 1000 S. in Fort Duchesne, Utah, 84026 **Submit application to:**

**Jobs@utetribes.com**

<b>Announcement #:</b> 2022-17	<b>Position:</b> MANAGER <b>Department:</b> Kahpeeh Kah-ahn Coffee House	<b>Salary:</b> 32,000.00 – 35,000.00 <b>Hours per week:</b> 80. <b>Classification:</b> Full time
<b>Qualifications:</b>	High School diploma or GED, must be 18 years old. At least 6 month's coffee shop experience. Well organized, detail oriented, and able to multitask. Register and cash handling experience. Knowledge of using and maintaining espresso machine and espresso grinder. Knowledge of placing syrup, food, coffee orders. Must be able to read, write understand and communicate as required to perform the essential functions of the job.	
<b>Announcement #:</b> 2022-24	<b>Position:</b> CASHIER <b>Department:</b> Myton Ute Petroleum	<b>Salary:</b> 10.00 <b>Hours per week:</b> 29 <b>Classification:</b> Part time
<b>Qualifications:</b>	1 to 2 year's customer service or cashier experience. Proficient Customer Service, Self – starter with a strong work ethic. Must have a food handler upon hire or be able to get one within 30 days of employment. Tribal Preference in hiring will be exercised. Must be able to handle transactions accurately and responsibly. Ability to stand, walk and lift heavy items, and work with other team members. Clean station and be cross trained, working throughout the store. Computer and basic math skills. Attention to detail.	
<b>Announcement #:</b> 2022-25	<b>Position:</b> MEAT CUTTER <b>Department:</b> Ute Plaza	<b>Salary:</b> 13.00 <b>Hours per week:</b> 40 <b>Classification:</b> Part time
<b>Qualifications:</b>	High School diploma or GED, 2 years' experience in retail meat cutting. Must have food handler's card. Knowledge of USDA and FDA regulations preferred. Must provide his/her own transportation to and from work. Must be able to read, write, understand and communicate as required to perform the essential functions of the job. Must be able to physically work a normal work week. Must be available to work any shift; availability to work any day of the week, including weekends and holidays. Must be able to stand on his/her feet for most of the work shift. Must present a clean, neat physical appearance.	
<b>Announcement #:</b> 2022-26	<b>Position:</b> MEAT WRAPPER <b>Department:</b> Ute Plaza	<b>Salary:</b> 11.00 <b>Hours per week:</b> 29 <b>Classification:</b> Part time
<b>Qualifications:</b>	High School Diploma or equivalent preferred. Must have food handlers. Experience in meat cutting. Experience in meat department preferred. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must be able to read, write, understand and communicate as required to perform the essential functions of the job. Must be able to physically work a normal work week. Flexible schedule which may include days, nights, weekends and holidays	
<b>Announcement #:</b> 2022-32	<b>Position:</b> CASHIER / HOSTESS <b>Department:</b> Fort Duchesne Ute Crossing	<b>Salary:</b> 9.00 <b>Hours per week:</b> 29 <b>Classification:</b> Part time

<b>Qualifications:</b>	High School Diploma or GED. Ability to handle money accurately and operate a cash register/POS machine. Must hold and maintain a food handler's permit or obtain one. Must have a bright and friendly personality. Must be well spoken and confident. Must be well spoken and confident. Previous customer service experience. Must be physically fit.	
<b>Announcement #:2022-33</b>	<b>Position: CASHIER</b> <b>Department: Fort Duchesne Ute Petroleum</b>	<b>Salary: 10.00</b> <b>Hours per week: 29</b> <b>Classification: Part time</b>
<b>Qualifications:</b>	1 to 2 years' customer service or cashier experience. Proficient Customer Service, Self – starter with a strong work ethic. Must have a food handler upon hire or be able to get one within 30 days of employment. Tribal Preference in hiring will be exercised. Must be able to handle transactions accurately and responsibly. Ability to stand, walk and lift heavy items, and work with other team members. Clean station and be crossed trained, working throughout the store. Computer and basic math skills. Attention to detail.	
<b>Announcement #:2022-34</b>	<b>Position: LEAD CASHIER</b> <b>Department: Fort Duchesne Ute Petroleum</b>	<b>Salary: 13.00</b> <b>Hours per week: 40</b> <b>Classification: Full time</b>
<b>Qualifications:</b>	High School or GED. Proficient Customer Service. Self-starter with a strong work ethic. Must have food handler upon hire or be able to get one within 30 days of employment. Must have a S>M.A.R.T.E.A.S.Y. program Certificate or get one within 60 days. Must have 1-year cashier experience	
<b>Announcement #:2022-23</b>	<b>Position: DELI WORKER</b> <b>Department: Myton Ute Petroleum</b>	<b>Salary: 10.00</b> <b>Hours per week: 29</b> <b>Classification: Part time</b>
<b>Qualifications:</b>	Must possess and maintain a current Food Handler's Permit. Must have excellent customer service skills. Demonstrates dependability and willingness to comply with various work schedules. Must be able to work on the weekends and Nights. Must be able to lift 50 lbs. and have experience, working in a convenience store food service area. Ability to multi task.	
<b>Announcement #:2022-36</b>	<b>Position: BREADMAKER</b> <b>Department: Ute Crossing Grill</b>	<b>Salary: 10.00</b> <b>Hours per week: 29</b> <b>Classification: Part time</b>
<b>Qualifications:</b>	High School Diploma or GED. Must possess and maintain a current Food Handler's Permit. Must have basic knowledge of cooking skills. Demonstrates dependability and willingness to comply with various work shifts. Demonstrates the ability and skills to work well with others. Prepares fry bread, tortillas biscuits and yeast rolls as needed, according recipe ingredients, directions for preparation and cooking. Will be required to work days, weekends, holidays, community and Tribal events as scheduled.	
<b>Announcement #:2022-37</b>	<b>Position: SERVER</b> <b>Department: Ute Crossing Grill</b>	<b>Salary: 8.00</b> <b>Hours per week: 29</b> <b>Classification: Part time</b>
<b>Qualifications:</b>	High School Diploma or GED. Excellent communication skills both written and verbal in English. Ability to speak and hear well. Have some familiarity with basic cooking skills. Positive attitude about fellow workers and company, Team player. Food handlers card or Serve Safe certificate. Frequently lifts / carries up to 25 pounds, with occasionally up to 50 pounds. Customer service and/or restaurant experience. Must hold S.M.A.R.T Card. Must be able to work nights, days weekends, holidays community and Tribal events as scheduled.	

<b>Announcement #:</b> 2022-39	<b>Position:</b> CASHIER / HOSTESS <b>Department:</b> Ute Crossing Grill	<b>Salary:</b> 9.00 <b>Hours per week:</b> 29 <b>Classification:</b> Part time
<b>Qualifications:</b>	High School Diploma or GED. Ability to handle money accurately and operate a cash register/POS machine. Must hold and maintain a food handler's permit or obtain one. Must have a bright and friendly personality. Must be well spoken and confident. Must be well spoken and confident. Previous customer service experience. Must be physically fit.	
<b>Announcement #:</b> 2022-40	<b>Position:</b> PREP COOK <b>Department:</b> Ute Crossing Grill	<b>Salary:</b> 10.00 <b>Hours per week:</b> 29 <b>Classification:</b> Part time
<b>Qualifications:</b>	High School Diploma or GED. Possess knowledge of the health, sanitation and safety regulations in the kitchen, prep area. High school diploma or equivalent. Must hold and maintain food handler's permit. Previous Prep Cook Experience or training from a culinary school a plus but not necessary. Willing and able to operate kitchen appliance, machinery, tools. Some knowledge of cleaning products. Ability to stay positive and patient under pressure, when dealing with time and accuracy for food and job duty deadline.	
<b>Announcement #:</b> 2022-41	<b>Position:</b> LINE COOK <b>Department:</b> Ute Crossing Grill	<b>Salary:</b> 10.50 <b>Hours per week:</b> 29 <b>Classification:</b> Full time
<b>Qualifications:</b>	High School Diploma or GED. Possess knowledge of the health, sanitation and safety regulations in the line cook station, kitchen and prepping food areas. Must have 2 years of line cooking experience. Understanding of various cooking methods, ingredients, equipment and procedures. Requires experience in handling all kitchen tools including, knives, ovens and stoves. Energetic and highly motivated individual. Ability to stay positive and calm under pressure, when dealing with time and Accuracy for food and job duty deadline. Must hold and maintain a Food Handlers Certificate and/or a Serve Safe Certification.	
<b>Announcement #:</b> 2022-42	<b>Position:</b> DISHWASHER <b>Department:</b> Ute Crossing Grill	<b>Salary:</b> 8.50 <b>Hours per week:</b> 29 <b>Classification:</b> Full time
<b>Qualifications:</b>	Ensure the kitchen is clean, well maintained and organized at all times. Ensure floors are dry and clean at all times. Sort and rinse dirty dishes, glass, tableware. Wash, wipe, sort, stack and store cleaned items organize, sanitized in a safe manner. Inventory freight, date and rotate stock during shift. Must be physically fit. Will be required to work all shifts including days, nights, swing, weekend and holidays, when scheduled. Especially during surrounding, community and Tribal events. Must possess and maintain a current Food Handler's Permit.	
<b>Announcement #:</b> 2022-43	<b>Position:</b> SHOP HAND <b>Department:</b> UOWS	<b>Salary:</b> 16.34 / 17.00 <b>Hours per week:</b> 80 <b>Classification:</b> Full time
<b>Qualifications:</b>	High School Diploma or GED, must possess a valid Utah State Driver's license clean driving record and Class A CDL and qualify for a Ute Tribe Driver's License. Two years of shop maintenance experience preferred. Must be able to prioritize and handle multiple tasks. Must have a working knowledge of heavy equipment and trucks in particular. Good oral communications skills.	

<b>Announcement #:2022-44</b>	<b>Position: CASHIER Department: UTE PLAZA</b>	<b>Salary: 10.00 Hours per week: 29 Classification: Part time</b>
<b>Qualifications:</b>	High school or GED, Proficient Customer Service, Self-starter with a strong work ethic 1 to 2 year's customer service or cashier experience. Ability to handle transactions accurately and responsibly. High level of energy with strong customer service skills. Basic math and computer skills. Ability to stand, walk and lift heavy items, and work with other team members. Attention to detail. Ability to handle money accurately and operate a cash register/POS machine.	
<b>Announcement #:2022-45</b>	<b>Position: STOCKER Department: UTE PLAZA</b>	<b>Salary: 10.00 Hours per week: 29 Classification: Full time</b>
<b>Qualifications:</b>	Retail stocking experience preferred. Must provide his/her own transportation to and from work. Must be able to read, write, understand and communicate as required to perform the essential functions of the job. Demonstrate ability to complete assignments in a reasonable time as determined by the Department ability to complete assignments in a reasonable time as determined by the Department lead or store manager. Must be physically fit to work a normal work week.	
<b>Announcement #:2022-47</b>	<b>Position: PM STOCKER Department: FORT DUCHESNE UTE PETROLEUM</b>	<b>Salary: 10.50 / 10.75 Hours per week: 290 Classification: Part time</b>
<b>Qualifications:</b>	High school or GED, Proficient Customer Service, Self-starter with a strong work ethic 1 to 2 year's customer service or cashier experience. Ability to handle transactions accurately and responsibly. High level of energy with strong customer service skills. Basic math and computer skills. Ability to stand, walk and lift heavy items, and work with other team members. Attention to detail. Ability to handle money accurately and operate a cash register/POS machine.	