



**Ute Indian Tribe
Job Vacancies**

To obtain an application online, visit: 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: November 9, 2021 – November 23, 2021

(Note: Tribal Preference will be exercised.

All salaries are DOE and subject to change.)

Announcement # 2020-049	POSITION: Public Defender Department: Adult Court	Salary: 80,000 Classification: Full Time / 64 Hours Tribal
Qualifications:	<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 & 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 poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.</p>	
Announcement # 2020-061	POSITION: GIS Coordinator Department: GIS	Salary: 43,000.00 or D.O.E. Classification: Full Time Tribal
Qualifications:	<p>Bachelor degree in GIS, geography, computer science, or a closely related field. Four years of experience in a spatial data creation and maintenance environment. Progressive responsibilities and experience in DIS design, programming and development of GIS system. Knowledge, skills and abilities in using ESRI's ArcGIS Desktop and familiarity with ArcGIS Pro and ArcGIS online. Five years of experience in Coordinator positions developing a data base for multi departmental use.</p>	
Announcement # <u>2021-26</u>	POSITION: Guardian Ad Litem Department: Social Service	Salary: 68,000 – 70,000.00 Classification: Full Time / 80 Hrs. Tribal
Qualifications:	<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>	
Announcement # <u>2021-30</u>	POSITION: Assistant Manager Department: Natural Resource	Salary: 38,000.00 -40,000.00 DOE Classification: Full Time / 64 Hrs. Tribal
Qualifications:	<p>Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Bachelor's Degree in Urban Planning, Civil Engineering Cartography or Geography with GIS emphasis. Six (6) years GIS systems Experience with a computerized GIS system (preferably with ArcGIS. Experience desirable in basic GIS and Windows Operations, internet mapping technology and implementation. Must work well with the public.</p>	

Announcement # 2021-050	POSITION: Special Education Aide Department: Uintah River High School	Hourly Rate: 13.00 – 15.00 Classification: Full Time / 64 Hrs.
Qualifications:	Must be a high school graduate or GED equivalent. Paraprofessional Certificate. Associate Degree preferred (or equivalent in college/university credits). Current Secondary teaching license with the applicable endorsements and prior teaching experience with diverse student populations are preferred. Experience with hands on science activities are preferred.	
Announcement # 2021-59	POSITION: Cook Department: Red Pine	Salary: 21,496 .00– 23,496.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	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. Food handlers, CPR & First Aid responder certification. Performing a full range of food services & cooking functions. Under the general direction, performs duties of moderate difficulty in preparing and cooking meals. One, year sobriety. Training for higher nutrition, a knowledge of proper use of kitchen utensils and equipment, knowledge of established regulations and guidelines concerning food and meal preparation and service, Ability to prepare and serve large quantities of food and meals. Work practices includes, cleanliness, neatness and concerns of sanitation, also dexterity and safety procedures. CPR & First Aide required. Food Handlers Certified.	
Announcement # 2021-60	POSITION: Male House Manager Department: Red Pine	Salary: 18,000.00 – 21,760.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	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. 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 & First Aide required. Food Handlers Certified.	
Announcement # 2021-63	POSITION: Range Tech / Bison I Department: Fish & Wildlife Big Game Enhancement	Salary: 33,000.00 – 31,000.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	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.	
Announcement # 2021-75	POSITION: Bus Driver Department: Head Start	Salary: 26,358 -28,356 Classification: Full Time / 40 Hrs. Tribal
Qualifications:	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.	
Announcement # 2021-76	POSITION: Director Department: Social Services	Salary: DOE Classification: Full Time / 80 Hrs. Tribal
Qualifications:	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.	

Announcement # 2021-79	POSITION: Plumber Department: Building Rehab	Salary: DOE Classification: Full Time / 64 Hrs. Tribal
Qualifications:	<p>Layout and performs general plumbing work in the construction, alteration and repair of homes and buildings.</p> <ul style="list-style-type: none"> • Lays pipes; repairs faucets; works on hot water heaters; lays sewer lines; unplugs sinks and drains. • Connects plumbing to new homes and buildings using galvanized, copper or plastic pipe; makes and connects joints with cement glue or solder • Receives orders for repair from maintenance supervisor; plans the time, materials and manpower needed to complete the task; orders materials for completion of the project. • Instructs leads and orients lesser trained personnel as required. • Assists other maintenance workers, such as the carpenters and the electricians, maintenance as required. <p>Some Knowledge of the hazards and safety rules required in maintenance tasks. Ability to learn the methods, materials and equipment used in maintenance type work. Must be a high school graduate or GED equivalent. Must be certified.</p>	
Announcement # 2021-83	POSITION Attendance Tracker / Family Education Liaison Department: Education	Salary: 30,000.00 – 32,000.00 Classification: Full Time Tribal
Qualifications:	<p>High School Diploma or G.E.D, Driver’s License, must be able to obtain a Tribal License. Bachelor’s Degree in Education or Family related; Experience working with Native American programs, diverse cultural populations, or similar multi-cultural organizations; Previous successful experience working with students and school educational teams. Proven ability to organize, coordinate, facilitate program activities involving families and/or groups of students. Ability to communicate effectively both orally and in writing with students, parents, employees at all levels in the organization and with others in the community Ability to maintain confidentiality be a self-starter be reliable.</p>	
Announcement # 2021-82	POSITION: Adult Probation Officer Department: Adult probation	Salary: DOE Classification: Full Time Tribal
Qualifications:	<p>Probation Officers need to possess strong communication skills to compose exact presentence reports and to argue them in the courtroom. Must understand people from an assortment of legal occupations and with clients possessing diverse backgrounds, Must, be able to cope with the stress that accompanies big caseloads. High School Diploma or OED. Must have working experience with Police and Social Services for approximately five (5) years. Bachelor Degree in Police Science and/or Sociology preferred.</p>	
Announcement # 2021-85	POSITION: Oil & Gas Specialist Department: Energy & Minerals	Salary: 33,000.00 – 35,000.00 Classification: Full Time Tribal
Qualifications:	<p>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. Incumbent must pass a favorable and final BIA Security Clearance to hold this position. Incumbent should possess enough knowledge that he/she will be able to start contributing to the workforce in completing assigned tasks without having to be trained extensively. Maintain and encode various database.</p>	

Announcement # 2021-40	POSITION: Cook Department: Head Start	Salary: 17,584.00 - 19,584.00 Classification: Full Time / 72 Hrs. Tribal - 26 pay periods
Qualifications:	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.	
Announcement # 2021-86	POSITION: School Resource Officer Department: BIA /OJS Law Enforcement	Salary: 37,000 - 40,000 Classification: Full Time / 40 Hrs. Tribal
Qualifications:	High School Diploma or GED equivalent. must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. Must pass a physical examination by the Medical doctor. Must have an acceptable criminal records checks by fingerprints classification through UCJIS and NCIC. Must become law enforcement certified from the Federal Law Enforcement Training Center Indian Police Academy within one year of employment. Must become a certified School Resource Officer within one year of employment. Completion in two-year college in Administration of Justice or equivalent or prior experience as a law enforcement officer.	
Announcement # 2021-87	POSITION: Manager Department: Natural Resource	Salary: 47,000.00 – 50,000.00 Classification: Full Time / 32 Hrs. Tribal
Qualifications:	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. Bachelor's degree in Natural Resource or related field, two years of experience in the management of Tribal / Federal lands and 3 years in management of staff with supervisory skills.	
Announcement # 2021-88	POSITION: Tribal Water Resource Director Department: Water Rights Commission	Salary: 75,000.00 - 80,000.00 Classification: Full Time / 32 Hrs. Tribal
Qualifications:	Have a minimum educational level of a Bachelor's Degree preferably in a water related field. Four (4) years' experience in water resource management, water rights administration. Director shall be a qualified water resource manager with a minimum of four (4) years' experience in water resource management. Water rights administration, hydrology and/or water development.	
Announcement # 2021-33	POSITION: Maintenance Supervisor Department: Head Start	Salary: 37,000 - 40,000 Classification: Full Time / 40 Hrs. Tribal
Qualifications:	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. Two (2) years paid experience in providing maintenance / upkeep of facilities, vehicle and equipment. Clearance on background check conducted by the Ute Indian Tribe; clearance on drug and alcohol testing; medical examination denoting good mental and physical health; and current CPR/First Aide and Universal Precautions or the willingness to complete these trainings /certifications within 30 days of hire.	
Announcement # 2021-69	POSITION: Female House Manager Department: Red Pine	Salary: 18,000.00 – 21,760.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license. High School Diploma or G.E.D. 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.	

Announcement # 2021-90	POSITION: Public Safety Dispatch Department: BIA /OJS Law Enforcement	Salary: 30,000.00 - 31,000.00 Classification: Full Time / 40 Hrs. Tribal
Qualifications:	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.	
Announcement # 2022-00	POSITION: Community Worker Department: Recreation	Salary: Classification: Full Time / 32 Hrs. Tribal
Qualifications:	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.	
Announcement # 2022-06	POSITION: Security Officer Department: Security	Salary: 30,000.00 – 32,000.00 Classification: Full Time / 32 Hrs. Tribal
Qualifications:	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.	
Announcement # 2022-02	POSITION: Secretary Department: Senior Citizens	Salary: 28,000.00 – 30,000.00 Classification: Full Time / 32 Hrs. Tribal
Qualifications:	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. Must work well with the public. Have a food handler's Permit. Work in an office setting Knowledge of all clerical duties.	
Announcement # 2022-03	POSITION: Home Health (2) positions Department: Senior Citizens	Salary: 32,000.00 – 34,000.00 Classification: Full Time / 32 Hrs. Tribal
Qualifications:	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. Certified Nursing Assistant. (CNA). CPR & First Aide Certified. Have a food Handlers permit. Must not have been convicted of any criminal offenses. Must work well with the public.	
Announcement # 2022-04	POSITION: Outreach Manager Department: Senior Citizens	Salary: 38,000.00 – 40,000.00 Classification: Full Time / 32 Hrs. Tribal
Qualifications:	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. Must work well with the public. Familiar with service 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. Knowledge and skilled in the design of effective instruction and delivery of training responsive to the identified professional development needs of staff.	

Announcement # 2022-14	POSITION: Conservation Officer Department: Fish & Wildlife	Salary: 40,000.00 – 42,000.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	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.	
Announcement # 2022-10	POSITION: Assistant Switchboard Operator Department: Administration	Salary: 20,000.00 – 22,000.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	Knowledge of modern office practice and procedures. Some knowledge of grammar, spelling and punctuation. Skill in the operation of computer as required by the position. Ability to perform routine clerical work. Ability to establish and maintain an effective working relationship with employees, and general public. Ability to learn quickly and remember telephone numbers, names and places frequently called; Ability to operate a telephone switchboard with speed and accuracy in a courteous manner;	
Announcement # 2022-11	POSITION: Receptionist Department: Administration	Salary: 18,000.00 – 19,968.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	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	
Announcement # 2022-	POSITION: Building Inspector Department: Building Inspection	Salary: Classification: Full Time / 64 Hrs. Tribal
Qualifications:	Must have High School Diploma or equivalent; G.E.D. Four years' experience in working in the construction trades as an inspector, Tradesman, or plan reviewer. A Bachelor's Degree from an accredited college or university in the related construction trades is preferred. Must be able to obtain within a year of hire the following certifications: as active IRC Residential Certification and/or IBC Commercial Building Inspector Certification.	
Announcement # 2022-	POSITION: Coordinator Department: Water System	Salary: Classification: Full Time / 64 Hrs. Tribal
Qualifications:	High School Diploma or G.E.D, five (5) years business experience in program and / or project management, knowledge in the tribal accounting and billing process and system. Associated degree in business (Work experience maybe substituted for degree requirement). Must have excellent communication skills and problem-solving ability. Excellent knowledge of MS office; project and program management, and have managerial skills. Must poses a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	

Announcement # 2022-	POSITION: Operations Assistant Department: Alcohol/Substance Abuse Prevention Program	Salary: Classification: Full Time / 64 Hrs. Tribal
Qualifications:	High School Graduate or equivalent. Must possess a valid Utah State Driver's License and qualify for a Ute Tribe. Must have experience working in an office setting with clerical /receptionist duties. Must have experience with Microsoft Suite. Assist the A/SAP program Administrative Staff in administering the A/SAP Program grant and fulfilling prevention needs. Performs a variety of duties including, but not limited to, Clerical duties, filling, assisting in day to day operations, and assisting in prevention activities. Minimum of six months free from any type of personal addiction.	
Announcement # 2022-	POSITION: Licensed Clinician Department: Alcohol/Substance Abuse Prevention Program	Salary: Classification: Full Time / 64 Hrs. Tribal
Qualifications:	High School Graduate or equivalent. Must possess a valid Utah State Driver's License and qualify for a Ute Tribe. Associate degree in Chemical Dependency, Behavioral Health, Counseling or related field. Valid State Certified Substance Abuse Counselor or Licensed Substance Abuse Counselor credentials. Four (4) years, experience working in the substance abuse field.	
Announcement # 2022-05	POSITION: Receptionist Department: Utero Commission	Salary: 30,000.00 – 32,000.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	The UTERO Commission seeks an individual to provide general administrative and clerical support for the UTERO Commission, and UTERO Staff. Administrative duties include answering telephones, including incoming calls and logging those calls for action, take and relay messages to UTERO staff, managing and drafting correspondence, filing correspondence and other items. Set up client folders, scan and upload into the computer and enter it into the data base system and/or spreadsheets. Greet clients and deal with inquiries on the phone and face to face interaction. Provide explanation of UTERO Ordinance, intake applications. Monitor visitor access and maintain security awareness, receive, sort mail and deliver mail, enter in the mail log system. Schedule appointments, organize and coordinate meetings and meeting room bookings. Monitor and maintain office equipment, order office and equipment supplies.	
Announcement # 2022-14	POSITION: Coordinator Department: Maintenance	Salary: 49,000.00 - 51,219.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	Must be able to follow the Personnel Manual and other standards that are required within the position. Working knowledge standards of the administrative practices of the maintenance/janitorial department. Knowledge of the health, safety, equipment and tools that is used by staff. Must be able to have the ability to identify and solve the root causes of problems strong analytical, problem solving, and interpersonal skills. Excellent planning and organizational skills. Ability to communicate with all levels of the program and within the Tribal organization, Ability to be resourceful, demonstrate good judgment, creative thinking skills and be able to act as a decision maker. Must have a High School diploma or GED. Must have at least 3 years of supervisory skills and experiences.	
Announcement # 2022-15	POSITION: Laborer I Department: Maintenance	Salary: 27,000.00 - 29,528.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	High School Diploma or G.E.D, Driver's License, must be able to obtain a Tribal License. Knowledge of the hazard and safety rules required in maintenance tasks. Ability to learn the methods, materials and equipment used in maintenance type work. Assist other maintenance workers, such as the carpenters, electricians and maintenance as required.	

Announcement # 2022-16	POSITION: Whiterocks Laundromat Department: Maintenance	Salary: 25,000.00 - 27,144.00 Classification: Full Time / 64 Hrs. Tribal
Qualifications:	High School Diploma or G.E.D, Driver's License, must be able to obtain a Tribal License. Cleans, maintains and stores tools and equipment. Maintains work schedules and cleaning reports monthly. Shovels snow, mows grass, maintains outside of building and inside. Performs a variety of laundromat cleaning duties and a routine. Able to lift 50 pounds or more.	
Announcement # 2022-17	POSITION: CHR Department: Community Health Rep.	Salary: Classification: Full Time / 64 Hrs. Tribal
Qualifications:	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. 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 pre-employment physical, then a yearly physical and immunization. Vision screening included in the physical.	

Ute Energy

Announcement #: 2021-01	Position: Water Transfer Technician Department: Ute Energy	Salary: DOE With Oilfield experience: 60,000.00 per year Classification: Full Time
Qualifications:	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.	

Ute Indian Tribal Enterprise, LLC.

Job Vacancies

Announcement: November 9, 2021- November 23, 2021

(Note: Tribal Preference will be exercised.

All salaries are DOE and subject to change.)

To obtain an application online, visit: 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 #:2020-035	Position: Chief Financial Officer Department: Ute Enterprise	Salary: DOE Classification: Full time / 80 Hrs.
Qualifications:	Bachelor's Degree in Accounting or related field. Must have CPA certification and credentials. Must possess a valid Utah State Driver's license and qualify for a Ute Tribe Driver's License Driving history must meet insurance carrier requirement.	
Announcement #:2020-036	Position: Director Department: Ute Enterprise	Salary: DOE Classification: Full time
Qualifications:	Bachelor's degree / Advanced Degree preferred from an accredited college or university in Business Administration or Business related field. Must have at least five years of experience in managing government /Tribal activities, must have supervisory skills and experience. Must possess a valid Utah State Driver's license and qualify for a Ute Tribe Driver's License Driving history must meet insurance carrier requirement.	
Announcement #:2021-34	Position: Bison Manager Department: Enterprise LLC.	Salary: 47,000.00 – 50,000.00 Hours per week: 40 Classification: Full time
Qualifications:	High School Diploma or GED, Bachelor of Science Preferred Management Training Program Required. Must possess a valid Utah State Driver's license and qualify for a Ute Tribe Driver's License. Knowledge, Skills and Abilities; Animal Science, Bison Husbandry, Forage Crops, their harvesting times and nutritional values, Farm equipment and its operation and maintenance & Basic computer knowledge.	
Announcement #:2021-35	Position: Bison Assistant Manager Department: Enterprise, LLC.	Salary: 31,200 – 35,000.00 Hours per week: 40 Classification: Full time
Qualifications:	High School Diploma or GED, Bachelor of Science Preferred Management Training Program Required. Must possess a valid Utah State Driver's license and qualify for a Ute Tribe Driver's License. Knowledge, Skills and Abilities; Animal Science, Bison Husbandry, Forage Crops, their harvesting times and nutritional values, Farm equipment and its operation and maintenance & Basic computer knowledge.	

Announcement #:2021-46	Position: Server Department: Ute Crossing & Grill	Salary: 8.00 after probation Hours per week: 29 Hrs. Classification: Part time
Qualifications:	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.	
Announcement #:2021-47	Position: Cashier / Host Department: Ute Crossing & Grill	Salary: 9.00 Hours per week: 29 Hrs. Classification: Part time
Qualifications:	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.	
Announcement #:2022-14	Position: Prep Cook Department: Ute Crossing & Grill	Salary: 10.00 after probation Hours per week: 29 Hrs. Classification: Part time
Qualifications:	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.	
Announcement #:2021-50	Position: Dishwasher / Busser Department: Ute Crossing Grill	Salary: 8.00 Hours per week: 29 Hrs. Classification: Part time
Qualifications:	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.	
Announcement #:2021-49	Position: Line Cook Department: Ute Crossing Grill	Salary: 8.00 Hours per week: 29 Hrs. Classification: Part time
Qualifications:	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.	

Announcement #: 2022-01	Position: Lead Cashier Department: Ute Petroleum Fort Duchesne	Salary: 11.50 Hours per week: 40 Hrs. Classification: Part time
Qualifications:	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. 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.	
Announcement #: 2022-02	Position: Krispy Crunchy Chicken Lead Department: Ute Petroleum Fort Duchesne	Salary: 11.50 Hours per week: 40 Hrs. Classification: Part time
Qualifications:	High School or GED. Must have food handler upon hire. Must have KKC Video Training Certificate or within 30 days of employment. Must be proficient Customer Service. Must be a self – starter with a strong work ethic. Must be able to lift up to 50 pounds, bending and twisting and standing for long periods of time.	
Announcement #: 2022-15	Position: Cashier Department: Myton Ute Petroleum	Salary: 10.50 Hours per week: 29. Classification: Part time
Qualifications:	High School Diploma 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. Ability to handle money accurately and operate a cash register/POS machine. 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.	
Announcement #: 2022-13	Position: Krispy Krunchy Chicken Worker (2) Department:	Salary: Hours per week: 29. Classification: Part time
Qualifications:	Must poses 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 50lbs and have experience working in a convenience store food service area. Ability to multitask. Must be able to get KKC Video Training Certificate within 30 days of employment. Tribal Preference in hiring will be exercised.	
Announcement #: 2022-08	Position: Lead Mechanic Department: UOWS	Salary: DOE Hours per week: 40. Classification: Full time
Qualifications:	High School Diploma or GED, must be a certified Diesel Mechanic. Must possess a valid Utah State Driver’s license and qualify for a Ute Tribe Driver’s License clean driving record and Class A CDL Must have knowledge of the methods, materials, tools and practievs of the mechanical and repair shop trade. Must know the hazards and safety precautions of the trade. Must have computer knowledge Must be physically fit.	
Announcement #: 2022-07	Position: Diesel Mechanic Department: UOWS	Salary: DOE Hours per week: 40. Classification: Full time
Qualifications:	Must have two (2) to five (5) years of related experience. Certification from an accredited diesel mechanic trade school strongly preferred. Must possess a valid Utah State Driver’s license and qualify for a Ute Tribe Driver’s License. Must have a valid CDL certification within 90 days of employment. Must maintain UOWS tools inventory. Must be physically fit. Must possess a valid Utah State Driver’s license and qualify for a Ute Tribe Driver’s License.	

Announcement #: 2022-06	Position: Shop Hand Department: UOWS	Salary: DOE Hours per week: 40. Classification: Full time
Qualifications:	<p>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</p>	
Announcement #: 2022-05	Position: Wash Hand Department: UOWS	Salary: 14.00 Hours per week: 40. Classification: Full time
Qualifications:	<p>High School Diploma or GED, must poses a valid Utah Driver’s License and be eligible to obtain a Tribal Driver’s license. Helps to maintain the shop’s interior and yard performing duties other than those performed by the Shop Hand. The Wash Hand also maintains both the interior and some exterior work on trucks in UOWS fleet. The position gives special attention to detain with an eye to safety. Detailing on trucks, and cleaning in the shop Must be punctual and motivated when reporting to work. Must have a working knowledge of heavy equipment and trucks in particular. Must be able to work in hot and cold climates. Must be able to lift at least 30 pounds. Must possess a valid Utah State Driver’s license and qualify for a Ute Tribe Driver’s License.</p>	
Announcement #: 2022-09	Position: Cashier Department: Fort Duchesne Ute Petroleum	Salary: 10.00 Hours per week: 29. Classification: Full time
Qualifications:	<p>High School Diploma 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. Ability to handle money accurately and operate a cash register/POS machine. 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.</p>	
Announcement #: 2022-12	Position: Produce Worker Department: Ute Plaza	Salary: 10.00 Hours per week: 30. Classification: Part time
Qualifications:	<p>High School Diploma or GED, 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.</p>	

Announcement #: 2022-11	Position: Meat Cutter Department:	Salary: 13.00 Hours per week: 40. Classification: Full time
Qualifications:	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.	
Announcement #: 2022-10	Position: Cashier Department: Ute Plaza	Salary: 10.00 Hours per week: 28. Classification: Part time
Qualifications:	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.	