



**Ute Indian Tribe
Job Vacancies**

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Announcement: August 31, 2021 – September 14, 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:	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.	
Announcement # 2020-061	POSITION: GIS Coordinator Department: GIS	Salary: 43,000.00 or D.O.E. Classification: Full Time Tribal
Qualifications:	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.	
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:	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.	
Announcement # <u>2021-30</u>	POSITION: Assistant Director Department: Natural Resource	Salary: 38,000.00 -40,000.00 DOE 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. 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.	
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 # 2021-052	POSITION: Health and Safety Specialist Department: Head Start	Hourly Rate: 21.11 – 22.08 Classification: Full Time /80 Hrs.
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. Bachelor Degree in Public Health, Nursing, Health Education, or closely related degree. CACFP Certification Must be physically fit.	
Announcement # 2021-58	POSITION: Home Health Aide Department: Senior Citizens	Salary: 31,854.00 – 33,854.00 DOE 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. Be a Certified Nursing Assistant (CAN). Have a Food Handler Permit. Hold CPR, First Aid Card. Must be physically fit. Must work well with the public. Should speak Ute as fluently as possible as to place the elderly at ease. Ability to lift client and transport from bed to shower chair, etc. Assist clients suffering with incontinence (bowel & bladder), etc. 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 reservations.	
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 # 2021-80	POSITION: Laborer Department: Building Rehab	Salary: DOE 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 # 2021-79	POSITION: Plumber Department: Building Rehab	Salary: DOE Classification: Full Time / 64 Hrs. Tribal
Qualifications:	Layout and performs general plumbing work in the construction, alteration and repair of homes and buildings. <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. 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 .	
Announcement # 2021-83	POSITION Attendance Tracker / Family Education Liaison Department: Education	Salary: 30,000.00 – 32,000.00 Classification: Full Time Tribal
Qualifications:	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.	
Announcement # 2021-82	POSITION: Adult Probation Officer Department: Adult probation	Salary: DOE Classification: Full Time Tribal
Qualifications:	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.	
Announcement # 2021-78	POSITION: Assistant Program Director Department: Painted Horse Diabetes Prevention Program	Salary: 42,750 – 45,750 Classification: Full Time / 32 Hrs Tribal
Qualifications:	A Bachelor of Science degree in al health related field, Mater of public Health preferred or at least 3 year's management experience in diabetes related area and a combination of training equivalent to a higher education degree. Must have excellent interpersonal skills – ability to communicate and listen effectively, be solution focused, self-driven, have a positive attitude, have problem-solving skills and receive feedback. Experience in fiscal management of federal grants. Must have experience in diabetes prevention, intervention and treatment. Must demonstrate an ability to interact in collaborative environments. Must have excellent leadership qualities	

	and ability to engage the community in services provided to reduce the incidence of diabetes and provide health maintenance for those living with diabetes. Must possess a valid Utah Driver's License and be eligible to obtain a Tribal Driver's license.	
Announcement # 2021-84	POSITION: Manager Department: Fish & Wildlife	Salary: DOE Classification: Full Time Tribal
Qualifications:	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. Working knowledge of Federal, State and Tribal Laws or Ordinances pertaining to Fish and Wildlife Management. Working Knowledge of radio codes, Tribal land boundaries, and main roads. Considerable knowledge of Law Enforcement principles. Skill in handling firearms. Skill in conducting field studies. Ability to establish and maintain effective working relationship with fellow tribal employees and the public. Must have three year's law enforcement experience. Must have prior Supervisor Training or obtain within One (1) year. Must be 21 years of age or older. Must be able to pass Physical Efficiency Battery Annually / Medical Exam every 2 years. Must be able to apply for, obtain and maintain a Federal Commission.	
Announcement # 2021-85	POSITION: Oil & Gas Specialist Department: Energy & Minerals	Salary: 33,000.00 – 35,000.00 Classification: Full Time Tribal
Qualifications:	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.	
Announcement # <u>2021-40</u>	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 # 2021-056	POSITION: Conservation Officer Department: Fish & Wildlife	Hourly Rate: DOE Classification: Full Time / 64 Hrs.
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.	

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: August 31, 2021- September 14, 2021

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<p>Announcement #:2020-035</p>	<p>Position: Chief Financial Officer Department: Ute Enterprise</p>	<p>Salary: DOE Classification: Full time / 80 Hrs.</p>
<p>Qualifications:</p>	<p>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.</p>	
<p>Announcement #:2020-036</p>	<p>Position: Director Department: Ute Enterprise</p>	<p>Salary: DOE Classification: Full time</p>
<p>Qualifications:</p>	<p>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.</p>	
<p>Announcement #:2021-41</p>	<p>Position: Truck Driver Department: Ute Oilfield Water Service</p>	<p>Salary: DOE Classification: Full Time / 80 Hrs.</p>
<p>Qualifications:</p>	<p>High School Diploma or G.E.D. Must have a Class an Operator's License and CDL Certification with Tanker Endorsements and a good driving record. Experience hauling liquids strongly preferred. Must qualify for a Tribal Driver's License in accordance with established carrier policies.</p>	
<p>Announcement #:2021-28</p>	<p>Position: Assistant Restaurant Manager Department: Ute Crossing Grill</p>	<p>Salary: Classification: Full time 29 Hrs.</p>
<p>Qualifications:</p>	<p>High School Diploma or GED, must hold and maintain food handler's permit and SMART certification. Must experience in both management and in the food service industry. Certificate of completion of Culinary Arts program is a plus. Must have a working knowledge of Excel, Outlook, Arnett, Word. Must be able to run service trainings and monthly meetings. Must have background and experience in food preparation. Must be able to work nights, days weekends, holidays community and Tribal events as scheduled.</p>	

Announcement #:2021-39	Position: Barista (4) Department: Kahpeeh Kah-ahn Coffee House	Salary: 7.75 Hr. Classification: Part time / 30 Hrs.
Qualifications:	High School Diploma or GED, Some experience in a related field. Must be able to work on the weekends and nights. Must be a quick learner How to use and maintain all of the equipment used. Must be able to adhere to recipes and guidelines of Kah-ahn to provide delicious and consistent products to our customers. Ability to work in high pressure environment during a rush or events. We need our baristas to continue to provide excellent customer service.	
Announcement #:2020-026	Position: Krispy Crunchy Chicken worker (2) Department: Fort Duchesne Ute Petroleum	Salary: 10.50 – 11.50 Hourly Rate: 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 #:2021-01	Position: Dairy / Lead Department: Ute Plaza Supermarket	Salary: 10.00 Hourly Rate: 28 Classification: Full time
Qualifications:	High School Diploma or equivalent preferred. Two years of experience in management preferred. Must demonstrate decision-making ability and leadership skills. Must possess analytical ability and proficiency in math sufficient to calculate margins, monitor profitability, and manage inventory. Strong communication skills. Flexible schedule which may include days, nights, weekends and holidays. Must be physically fit.	
Announcement #:2021-31	Position: Data Entry Specialist Department: Accounting	Salary: 11.75 – 12.60 Hours per week: 29 Classification: Part time
Qualifications:	High School Diploma or equivalent preferred. Associates Degree preferred. Must have the ability to Type 40 WPM. Must be proficient in Microsoft Word, Excel and 10 key. Must demonstrate mastery of Basic Office Equipment. Must have a minimum of two years of data entry experience.	
Announcement #:2021-32	Position: Data Entry Specialist Department: Accounting	Salary: 15.40 Hours per week: 40 Classification: Full time
Qualifications:	High School Diploma or equivalent preferred. Associates Degree preferred. Must have the ability to Type 40 WPM. Must be proficient in Microsoft Word, Excel and 10 key. Must demonstrate mastery of Basic Office Equipment. Must have a minimum of two years of data entry experience. Attention to detail, must be accurate, multi task, organized, dependable & friendly, ability to effectively communicate, Microsoft office. Must have a minimum four years’ data entry experience with oilfield tickets.	

Announcement #: 2021-33	Position: Deli Worker (3) Department: Ute Plaza Supermarket	Salary: 10.00 Hours per week: 28 Classification: Part time
Qualifications:	Must be able to obtain a Tribal License. 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.	
Announcement #: 2021-36	Position: Diesel Mechanic Department: Ute Oilfield Water Service	Salary: DOE Hours per week: 40 Classification: Part 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.	
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 #: 2021-36	Position: Lead Barista Department: Kahpeeh Kah-ahn Coffee House	Salary: 10.00 Hours per week: 30 Hrs. Classification: Part time
Qualifications:	High School Diploma or G.E.D. Must be 20-year-old, Flexible schedule required. Six (6) months experience working at a coffee shop. 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. Various Physical Requirements.	
Announcement #: 2020-037	Position: Meat Cutter Department: Ute Plaza	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 #: 2021-26	Position: Grocery Stocker Department: Ute Plaza	Salary: 10.00 Hour per week: 28 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>	