



**Community Services**  
**224 S. Main Street**  
**Bishop, CA 93514**

**Position Announcement**

### **Substitute Wood Technician**

**Objective:** *The primary focus of this position is to perform general labor-intensive duties, on an **as needed** basis specific to the processing of firewood in support of IMACA's wood program. This position reports to the Community Services Director.*

#### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- **Establish and Maintain Effective Working Relationships with Clients, Staff, Volunteers and Community Members:** Maintain client confidentiality; demonstrate positive communication and conflict resolution strategies; and act as an advocate for IMACA Programs within the community.
- **Upkeep, Safety and Appearance of Work Areas:** Responsible for work areas including wood yard, location of timber sale, and delivery sites. These duties also include safe use and appropriate upkeep of vehicles and equipment.
- **Perform Maintenance and Daily Operation of Equipment and Vehicles:** Effective maintenance and operation of commercial wood chippers, wood splitters, tractor, chainsaws and various hand tools; maneuver large (4x4) vehicle with trailer under adverse conditions including off-highway and off-road situations.
- **Process and Deliver Firewood:** Gather, split, sort, lift and load and deliver processed wood to clients. All deliveries must meet pre-determined amounts of wood per standard cord measurements. Assist with completing and submitting all required paperwork immediately following delivery.
- **Other duties as assigned**

#### **QUALIFICATIONS:**

- Must be 18 years of age or older
- Previous experience with firewood preparation and sales
- Ability to operate a chainsaw, wood splitter and other related tools and/or equipment
- Ability to follow both written and verbal instructions
- Able to work efficiently with minimal supervision
- General math skills
- Ability to work overtime when needed
- Must have a valid CA Driver's License and be insurable through IMACA

#### **PREFERRED QUALIFICATIONS:**

- Bilingual (Spanish/English)

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; walk, use hands to finger, handle or feel and reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration.

The noise level in the work environment is usually loud.

<b>Position Title:</b>	Substitute Wood Technician
<b>Program:</b>	Community Services
<b>Location:</b>	Bishop
<b>Position Classification:</b>	Grade B, 1 – Non-exempt
<b>Time Base:</b>	On-call/as needed (M-Th, 6:00 a.m. -4:30 p.m.)
<b>Starting Salary</b>	\$10.34/hr
<b>Benefits</b>	None

**To apply submit materials outlined below to:**

IMACA Personnel, 224 S. Main Street, Bishop, CA

Or by mail to:

P. O. Box 845, Bishop, CA 93515

**Application packets should be submitted as soon as possible. Position is open until filled.**

**Application packets should include:**

1. a completed IMACA application form (required)
2. a résumé

For questions or additional information, please contact 760.873.8778 phone; 760.873.7668 fax; or hr@imaca.net

**INYO MONO ADVOCATES FOR COMMUNITY ACTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**