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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Construction Manager

**Reports To:** Executive Director

**Supervises:** Maintenance and Motor pool Supervisors

**Location:** Happy Camp, California

**Salary:** \$50,000 to \$70,000, depending on experience

**Summary:** The Construction Manager shall be responsible for oversight and on-site inspection of all assigned construction activities including new construction, site planning, infrastructure development, remodels and retrofits. Shall provide oversight for all Maintenance and motor pool projects and activities. Shall oversee and maintain an annual schedule for all construction and maintenance activities

**Classification:** Full Time, Regular, Non-Entry Level, Exempt

**Application Deadline: April 1, 2022 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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**Responsibilities:**

1. Shall manage construction projects and grants in accordance with all applicable Federal, State, Local and Tribal laws.
2. Shall coordinate project requirements with various government agencies, utility companies, and Tribal programs.
3. Shall oversee and maintain consistent quality control of all Maintenance and Motorpool projects and activities.
4. Shall implement and maintain a detailed key and equipment inventory for Maintenance and motor pool Departments.
5. Through detailed review shall ensure compliance with contract documents by all Contractors, Architects, Engineers and Inspectors.
6. Shall assist with the resolution of problems which arise during the course of a project and recommend time and cost saving solutions.
7. Shall provide construction expertise to the Legal Department and Compliance Department on the legal sufficiency and adequacy of contractual documents.
8. Shall determine the most efficient and practical methods of bidding, awarding and monitoring construction activities.
9. Shall review qualifications of those proposing to contract services.

10. Shall issue changes in bidding documents, evaluate bids and proposals, investigate protests and complaints, and evaluate performance of contractors.
11. Shall regularly visit project sites to monitor progress, and implement procedures to ensure compliance to specifications and industry standards.
12. Shall be responsible for overseeing or preparing documentation related to project management, including but not limited to; progress schedules, payment schedules, periodic estimates for partial payments, claims change orders, proceed orders, time extensions, assessment of liquidated damages, fact finding, inspection reports, and subcontractor approval.
13. Shall perform basic design functions and cost estimating for Program Directors wishing to submit schematic building projects for funding proposals.
14. Shall serve as Building Inspector as needed to maintain quality of work.
15. Shall be responsible for adhering to approved budgets, as approved by the Program Administrator and Tribal Council.
16. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Two (2) year certificate from college or technical school or seven (7) years related experience in the area of construction, civil engineering, or architecture, or equivalent combination of education and experience.
2. Background in general contracting and/or construction inspection is preferred.
3. Must possess supervisory experience.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.

6. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** 5/24/04

**Revised:** 8/17/05, 12/10, 12/12/11, 12/7/17

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_