KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415

1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title: **Construction Crew Member I**

Reports To: Construction Manager

Location: Job Site with Optional Company Provided Travel from Happy Camp

Salary: $17.00 to $18.00 per hour, depending on experience

Summary: The Construction Crew Member I shall work under the Construction Manager to construct projects as assigned for the Karuk Tribe Housing Authority.

Classification: Full Time, Regular, Non-Exempt

This Position Will Be Open Until Filled

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: dlbernal@karuk.us

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POSITION DESCRIPTION

Title: Construction Crew Member I

Reports To: Construction Manager

Location: Job site with Optional Company Provided Travel from Happy Camp

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Summary: The Construction Crew Member I shall work under the Construction Manager to construct projects as assigned for the Karuk Tribe Housing Authority.

Classification: Full time, Regular, Non Exempt

Responsibilities:

1. Shall perform a variety of tasks involving physical labor for building and construction projects.

2. Shall perform basic site work as assigned and directed by supervisor including but not limited to clearing and preparing sites, trenching, setting braces for excavation, installing utilities and infrastructure, erecting scaffolding, cleaning up rubble and debris or other waste materials.

3. Shall perform construction tasks as assigned and directed by supervisor including but not limited to: demolition, carpentry including all tasks from layout to finishes, appliance installation, painting, drywall, plumbing, mechanical, electrical, concrete, masonry, and roofing.

4. Shall operate hand and power tools of all types including but not limited to: shovels, rakes, drills, saws, nail guns, air hammers, earth tampers, cement mixers, paint sprayers, small mechanical hoists, surveying and measuring equipment.

5. Shall operate heavy equipment including but not limited to backhoe, excavator, compactor, and dozer.

6. Shall meet deadlines for tasks as set and monitored by supervisor.

7. Shall be receptive to learning and improving construction methods from the Supervisor and co-workers.

8. Shall facilitate harmonious working relationships and permit prompt resolution of problems and conflicts as they occur.

9. Shall maintain a professional appearance while on duty or on the job site, including use of professional language, posture, and wearing of appropriate clothing and footwear.

10. Shall maintain a clean and safe job site by picking up all tools and equipment and securing the job site daily to eliminate potential hazards.

11. Shall be flexible and able to report to work at various project sites throughout the KTHA Service Area (Siskiyou and Humboldt Counties) and be available for local and out of the area travel as required for job related training.

12. Shall attend all required meetings and prepare reports as requested.

13. 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 effective communication with contractors, KTHA and Tribal staff, and the public.

4. Have the demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must have knowledge of construction trades, practices, procedures, techniques, tools, equipment, and materials. Previous experience is preferred but not required.

2. Must be physically able to perform all tasks as outlined in this position description, and willing to submit to a medically supervised physical to demonstrate that ability, if requested.

3. Must have basic mathematical skills necessary for taking and computing measurements.

4. Must have basic reading skills necessary to read and interpret written instructions.

5. Must be able to exert maximum muscle force to lift, push, pull, or carry objects weighing at least 50 pounds and perform physical activities that require considerable use of arms, legs and moving whole body such as handling tools, lumber, and building materials, climbing ladders up to 60 feet, lifting materials up to 80 pounds, balancing, walking, stooping, crawling for up to 50 feet, and handling materials.

6. Must be able to recognize when to ask for assistance.

7. Must have sound knowledge of construction safety measures.

8. Must possess, or be able to obtain prior to work, a basic tool belt including framing/finish hammer, speed square, tape measure, 9" level, cat's paw, and nail punch.

9. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.

10. Must adhere to confidentiality policy.

11. Must successfully pass a drug screening test and criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Commission Approved Date: February 9, 2015

Council Approved Date: February 26, 2015

Employee Signature: _____

Chairman Signature: _____