

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

The Karuk Tribe Housing Authority is now accepting applications for the positions of:

KTHA – Building Inspector/Maintenance Supervisor

This is a full time position based in Happy Camp at the Karuk Tribe Housing Authority.

The Building Inspector/ Maintenance Supervisor responsibilities include the supervision of Happy Camp and Orleans Maintenance and Landscaping Staff and the Happy Camp Custodian. Responsibilities include oversight of all phases of general construction, confirm compliance with all construction documents, must be familiar with codes applicable to the work, keep accurate records, conduct on site inspections, and submit daily construction reports.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) and Veteran** shall apply. If selected, applicants must successfully pass a drug screening test and criminal background check.

Individuals interested in applying for this position must submit an employment application to Dora Bernal, Human Resource Director by mail or e-mail (dlbernal@karuk.us) Open Until Filled.

Position Posted On: 9/6/2016 12:01 PM

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POSITION DESCRIPTION

- Title:** Building Inspector/ Maintenance Supervisor
- Reports to:** Executive Director
- Supervises:** Happy Camp and Orleans Maintenance and Landscaping Staff, Happy Camp Custodian
- Location:** Happy Camp, California
- Salary:** \$17.00 to \$24.00 per hour, depending on experience
- Summary:** The Building Inspector/ Maintenance Supervisor responsibilities include the supervision of Happy Camp and Orleans Maintenance and Landscaping Staff and the Happy Camp Custodian. Responsibilities include oversight of all phases of general construction, confirm compliance with all construction documents, must be familiar with codes applicable to the work, keep accurate records, conduct on site inspections, and submit daily construction reports.

Classification: Full Time, Regular, Exempt

Responsibilities:

1. Organize a complete system of construction records.
2. Comply with requirement to agencies having jurisdiction over inspection, and submit reports required. Remind contractors of inspections required by KTHA.
3. Determine that a method of procedures is developed concerning communications, correspondence, shop drawings, samples, substitutions, payments, changes, tests and specialized inspection.
4. Obtain a schedule of values for progress payment evaluation, and also obtain a progress schedule.
5. Keep ahead of the work being performed, so as to anticipate items that might tend to interfere with the progress of the construction.
6. Report deficiencies observed to the superintendent and design professional.
7. Review contractor's progress payment applications and report agreement or non-agreement to the KTHA.

8. Ensure safety measures are performed.
9. Perform regular field visits to observe actual progress in comparison with estimated progress. Record and report conditions that may cause a delay in completion of work.
10. Keep an accurate record of time and materials, and obtain written concurrence with the project representatives, on a daily basis, of labor, materials, and equipment being used on the job.
11. Provide direct supervision to Happy Camp and Orleans Maintenance and Landscaping Staff and the Happy Camp Custodian.
12. Prepare monthly written reports for the Board of Commissioners.
13. Be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.
14. 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 contractor's, KTHA and Tribal staff, and the public.
4. Have the demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. One year certificate from college or technical school; or three years related experience and/or training (including course work) in the area of construction inspection; or equivalent combination of education and experience.
2. Ability to read, analyze, and interpret construction blue prints and common referenced standards. Must understand applicable Building Code requirements.
3. Ability to apply concepts for basic algebra and geometry.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
5. Must have basic computer knowledge and the ability to work with Microsoft Word and Excel software.
6. Contractor's license is preferred but not required.
7. Familiarity with contracting requirements under the Native American Housing Assistance and Self-Determination Act (NAHASDA) is preferred.
8. Understanding of Federal procurement regulations is preferred.

9. Must have sound knowledge of safety measures.
10. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
11. Must adhere to confidentiality policy.
12. The physical demands described herein are representative of those that must be met by an employee to successfully perform the job duties of this job. Inspectors are frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with arms and hands, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. While in the field, the employee will occasionally be exposed to moving equipment, high precarious places, fumes and airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.
13. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, 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.

Board Approved: August 17, 2015

Council Approved: August 27, 2015

Employee Signature: _____

Chairman Signature: _____