

# 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 – Construction Manager***

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

The Construction Manager shall participate in all activities relevant to implementation of construction projects for the Karuk Tribe Housing Authority.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://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](mailto:dlbernal@karuk.us)) Open Until Filled.**

*Position Posted On: 9/6/2016 12:02 PM*

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## POSITION DESCRIPTION

- Title:** Construction Manager
- Reports To:** Executive Director
- Supervises:** Construction Crew Members
- Location:** Will vary by project site throughout the KTHA Service Area
- Salary:** \$18.00 to \$28.00 per hour, depending on experience
- Summary:** The Construction Manager shall participate in all activities relevant to implementation of construction projects for the Karuk Tribe Housing Authority.

**Classification:** Full Time, Regular, Exempt

### Responsibilities:

1. Shall coordinate with the Building Inspector/Maintenance Supervisor to maintain a complete system of construction records for all projects, including as-built drawings.
2. Shall comply with requirements of agencies having jurisdiction over projects, and submit reports required. Shall remind contractors of inspections required by KTHA.
3. Shall determine that a method of procedures is developed concerning communications, correspondence, shop drawings, samples, substitutions, payments, changes, tests and specialized inspections.
4. Shall keep ahead of the work being performed, so as to anticipate items that might tend to interfere with the progress of the construction.
5. Shall coordinate renovations of existing facilities and the construction of new facilities.
6. Shall evaluate qualifications of those proposing contract services.
7. Shall ensure compliance with contract documents of Contractor, Architects, and Inspector.
8. Shall ensure timely reporting on contract compliance or non-compliance information from Architect and/or Inspector.
9. Shall be responsible for overseeing and preparing documentation related to project management, including, but not limited to: scope of work, progress schedules, payment schedules, periodic

- estimates for partial payment, claims change orders, proceed orders, time extensions, assessments of liquidated damages, fact finding, and subcontractor approval.
10. Shall ensure timely completion of construction projects.
  11. Shall ensure safety measures are performed.
  12. Shall monitor budgets for individual projects, and be mindful of budget concerns, working with the Inspector to resolve budget issues.
  13. Shall assist with the resolution of problems which arise during the course of a project and recommend solutions.
  14. Shall be responsible for oversight and coordination of subcontractors.
  15. Shall ensure that all applicable policies and regulations are complied with in estimating and utilizing materials for construction and construction projects.
  16. Shall serve as project lead/foreman for all assigned projects with duties to include all necessary administrative paperwork, estimating and materials list needed for procurement and ordering.
  17. Shall provide supervision and daily direction to construction crew members.
  18. Shall physically assist in all projects working with crew members to mentor and train them on proper construction methods.
  19. Shall be flexible and willing to report to work at various project sites throughout the KTHA Service Area and be available for local and out of the area travel as required for job related training.
  20. Shall attend all required meetings as requested.
  21. Shall submit written reports to the Board of Commissioners on a monthly basis.
  22. 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 contractor's, KTHA and Tribal staff, and the public.
4. Have the demonstrated ability to understand and follow complicated written and oral instructions.

**Requirements:**

1. Must possess one year certificate from college or technical school; or three years related experience and/or training (including course work) in the area of construction; or equivalent combination of education and experience.
2. Must possess demonstrated experience in general contracting at the journeyman level.
3. Possession of a Contractor's license is preferred but not required.
4. Must have the ability to read, analyze, and interpret construction blue prints and common referenced standards. Must understand applicable Building Code requirements.
5. Must have the ability to apply concepts for basic algebra and geometry.
6. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Must have basic computer knowledge and the ability to work with Microsoft Word and Excel software.
8. Must have sound knowledge of safety measures.
9. Familiarity with contracting requirements under the Native American Housing Assistance and Self-Determination Act (NAHASDA) is preferred.
10. Understanding of Federal procurement regulations is preferred.
11. 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. Construction staff 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.
12. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
13. Must adhere to confidentiality policy.
14. 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.

**Committee Approved Date:** July 20, 2004, Updated May 6, 2013

**Council Approved Date:** May 23, 2013

**Employee Signature:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_