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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 Tribe

**Administrative Office**

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

**Karuk Dental Clinic**

64236 Second Avenue  
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Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

### *Construction Manager*

This is a full-time position based in **Happy Camp**. 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 Motorpool projects and activities; and shall oversee and maintain an annual schedule for all construction and maintenance activities.

Please see the position description below for a list of position requirements. Additionally, an application checklist has also been provided to assist you with presenting a complete and successful application.

### **Application Deadline: December 18, 2017 at 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/). 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. 2010, Fax: (530) 493-1611, Email: [tparry@karuk.us](mailto:tparry@karuk.us).

## Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form and background authorization form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page**

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## POSITION DESCRIPTION

- Title:** Construction Manager
- Reports To:** Executive Director
- Supervises:** Maintenance and Motorpool 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 Motorpool projects and activities. Shall oversee and maintain an annual schedule for all construction and maintenance activities

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

**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 Motorpool 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, Rev 8/17/05, Rev 12/10, Rev 12/12/11, Rev 12/7/17

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

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